# **Expense Report Statement**

Expense Report Name: To make and annoucement and meet key stakeholders in Calgary - November 2016

| Traveller I | Name: |
|-------------|-------|
|-------------|-------|

Catherine McKenna

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M3D - Domestic - Overnight Stay

Trip Purpose:

Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

Travel Request Name:

Calgary - November 2016

Travel Start Date:

01/11/2016

Travel End Date:

02/11/2016

**ER Approval Status:** 

Approval Required

**Primary Location:** 

**Secondary Location:** 

Online TAN:

AMC486584

Fiscal Year:

2016-2017

**Travel Outside Default** 

Division:

ision:

Event:

Comments:

**Vendor Code:** 

### **Expense Report Summary**

**Expense Summary** 

Total allocated expenses: 2,016.92

(Minus) Total non-reimbursable expenses : 1,787.73

Total reimbursable expenses: 229.19

Total due traveller : 229.19

Non-Reimbursable Expenses

Expense Type Date Foreign

Expense Type Date Amount Tax Amount Amount

| Expense Type      | Date       |                                     | Foreign<br>Amount      | Tax Amount     | Amount   |
|-------------------|------------|-------------------------------------|------------------------|----------------|----------|
| 5) Commercial Air | 01/11/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 | -                      |                | 1,787.73 |
| Manual Prepaid    |            |                                     |                        |                | 1,787.73 |
| WestJet           |            |                                     |                        |                |          |
|                   |            |                                     |                        |                |          |
|                   |            | 1                                   | Total non-reimbursable | expenses (CAD) | 1,787.73 |

### Reimbursable Expenses

| Expense Type  | Date       |   | Foreign<br>Amount | Tax Amount         | Amount |
|---|------------|---|-------------------|--------------------|--------|
| 16) Commercial Accommodation                                | 02/11/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                   | CA*G 8.16          | 204.03 |
| Delta Hotels And<br>Resorts                                 |            |   |                   |                    |        |
| Allowance: Meals,<br>Incidentals & Private<br>Accommodation | 02/11/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                   | CA#G 0.81          | 16.19  |
|   |            |   | Total reimbursat  | ole expenses (CAD) | 229.19 |

### **Tax Coding Summary**

| GST                      | Total<br>Amount |
|--------------------------|-----------------|
| 10600 - 0070 - 0000 8050 | 8.97            |

### **Financial Coding Summary**

| Financial Coding                    | Total<br>Excl. Tax | Total<br>Incl. Tax |
|-------------------------------------|--------------------|--------------------|
| 51498 - 282202 - 0070 - PBJ2 - 2001 | 2,007.95           | 2,016.92           |

### **Approval History**

| Date And Time       | Approver         | Approval Status | Comment |
|---------------------|------------------|-----------------|---------|
| 14/11/2016 09:16:17 | Myriam Montreuil | Approved        |         |

### **Signatures**

| I cortify that the amounts in | cluded in this Evnence Deno     | et ware incurred on outhorized | d government business travel. |
|-------------------------------|---------------------------------|--------------------------------|-------------------------------|
| I CELLIA LI LE ALLOUINS III   | CIUCEU III LIIIS EXDELISE L'EDU | it wele ilicuneu on autilonzet | J GOVERNMENT DUSMESS TRAVEL   |

Traveller Name

Catherine McKenna

**Submit Date** 

08/11/2016

Signature

Submitted on behalf of the Traveller.

**Delegate Name** 

Amanda Herault

**Submit Date** 

08/11/2016

Signature

Recommender Name

Myriam Montreuil

**Recommended Date** 

14/11/2016

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** 

Mario Raynoids

Approval Date

Signature

3

NOV 3 0 2016

| Processor Name |  |
|----------------|--|
| Processed Date |  |
| Signature      |  |

# **Travel Request**

Travel Request Name: Calgary - November 2016

Traveller Name:

Catherine McKenna

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M3D - Domestic - Overnight Stay

Trip Purpose:

Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

Alternative To Travel:

Personal attendance required

**Travel Start Date:** 

01/11/2016

Travel End Date:

02/11/2016

**Approval Status:** 

**Approved** 

**Primary Location:** 

**Secondary Location:** 

Online TAN:

AMC486584

Fiscal Year:

2016-2017

**Travel Outside Default** 

N

Division:

Blanket Travel Authority No

Applied:

**Vendor Code:** 

**Custom Field 1:** 

**Custom Field 2:** 

**Custom Field 3:** 

Custom Field 4:

**Custom Field 5:** 

Event:

Comments:

Calgary - November 2016

**Travel Request Summary** 

| Expense Summary   |                                     |                             |                    |
|---|-------------------------------------|-----------------------------|--------------------|
| Total non-reimbursable expenses:                          | 0.00                                |                             |                    |
| Total reimbursable expenses:                              | 364.40                              |                             |                    |
|   | 364.40                              |                             |                    |
| Advance Summary   |                                     |                             |                    |
| Travel advance:   | 0.00                                |                             |                    |
| Reimbursable Expenses                                     |                                     |                             |                    |
| Expense Type  |                                     |                             | Amount             |
| 16) Commercial Accommodation                              | 51498 - 282202 - 0070 - PBJ2 - 2001 |                             | 250.00             |
| Delta Hotels And Resorts                                  |                                     |                             |                    |
| Allowance: Meals, Incidentals &     Private Accommodation | 51498 - 282202 - 0070 - PBJ2 - 2001 |                             | 114.40             |
|   |                                     | Total reimbursable expenses | 364.40             |
| Financial Coding Summary                                  |                                     |                             |                    |
| Financial Coding  |                                     | Total<br>Excl. Tax          | Total<br>Incl. Tax |
| 51498 - 282202 - 0070 - PBJ2 - 2001 -                     | -                                   | 364.40                      | 364.40             |
|   |                                     |                             |                    |

# **Approval History**

| Date And Time       | Approver       | Approval Status | Comment |
|---------------------|----------------|-----------------|---------|
| 08/11/2016 10:07:18 | Marlo Raynolds | Approved        |         |

### **Itinerary Details**

PNR:

Trip Status:

Quoted

Traveller Type:

Minister

Primary Trip Purpose:

Key Stakeholder Engagement -

Meetings

Total Itinerary Cost (CAD) 0.00

#### **Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

Traveller Name

Catherine McKenna

**Submit Date** 

08/11/2016

Signature

Submitted on behalf of the Traveller.

**Delegate Name** 

Amanda Herault

**Submit Date** 

08/11/2016

Signature

Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** 

Marlo Raynolds

**Approval Date** 

08/14/2016

Signature

# MGGORDERAMENTANTEGERODM

# Invoice

HON: CATHERINE MCKENNA MIN: OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE GATINEAU; QC K1A 0H3 GANADA Invoice No: 482435 Invoice Date: 1 Nov 2016

Client No: Agent: PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

| . FLI | GHT INF            | ORMATION             |           |                   |              |             |  |                                  |
|-------|--------------------|----------------------|-----------|-------------------|--------------|-------------|--|----------------------------------|
|       | FLIGHT             | DEPART DATE/TIME     | ARRIVAL D |                   | ITINERA      |             | en e | e islatic ethalic is a filologia |
| WS    | 00613              | 01Nov16 07:15 pm     | 01Nov16 0 | 9:49 pm           | OTTAWA       | INTL - CALC | SARY INTL                                |                                  |
| REF   | ERENCI             | E / SALE DESCRIPTION | ł         |                   | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES                           | TOTAL                            |
|       | et # 9566<br>RY MS | 3213392 for MCKENNA/ | CATHERINE |                   | 19.00        | 2.47        | 0.00                                     | 21.47                            |
|       |                    |                      |           | Total Fares:      |              |             |  | 19.00                            |
|       |                    |                      |           | Total Taxes:      |              |             |  | 0.00                             |
|       |                    |                      |           | Total GST/H       | IST:         |             |  | 2.47                             |
|       |                    |                      |           | Invoice Total     |              |             | -  | 21.47                            |
|       |                    | •                    | 01 Nov 16 | Credit Card       |              |             |  | 21.47                            |
|       |                    |                      |           | Total Payme       | ents:        |             |  | 21.47                            |
|       |                    |                      |           | <b>Balance Du</b> | e (CAD):     |             |  | 0.00                             |

+++ DATE CHANGE FROM INVOICE 482127 +++
+++ 21.47 ADDITIONAL COLLECTION DUE TO FARE DIFFERENCE +++

TKT: 838 9566 213392 NAME: MCKENNA/CATHERINE MARY MS CC:

ISSUED: 01NOV16 FOP

PSEUDO: 2GU4 PLATING CARRIER: WS ISO: CA IATA: 67502982 USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN USED WS 0613 W 01NOV YOWYYC 0715P OK WCL 1

FARE: CAD 638.00 TAX: 7.12 CA TAX: 89.85 RC TAX: 46.00 XT TOTAL: CAD 780.97 REF-RESTRCTS APPLY SEE TXT

1NOV YOW WS YYC 638.00CAD638.00END XT 23.00SQ 23.00 YQ A/C 21.47

)> EXCHANGED FOR: 8389566168719

ORIGINAL ISSUE: 8389566168719YOW28OCT1667502982

RLOC 1V WS UKLUDI





# MGGGRAGIRAWELMANAGEMENT

# Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE ... 200 SACR-COEUR 21ME ETAGE MINISTER SUITE ...

GATINEAU, QC K1A 0H3 CANADA

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 482435 Invoice Date: 1 Nov 2016

Client No: Agent: PNR:

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.





# MGGORDATRAVELMANAGEMEN

# Invoice

HON, CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

GANADA

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 482127 Invoice Date: 28 Oct 2016

Client No: Agent: PNR:

| FLI | GHT INF            | ORMATION             |           |                          |              | can distant | เพลงสารเกราะ เพลงสารเลือน เพลง     |   |
|-----|--------------------|----------------------|-----------|--------------------------|--------------|-------------|------------------------------------|---|
| A/L | FLIGHT             | DEPART DATE/TIME     | ARRIVAL D |                          | ITINERA      |             | i teritor vitti di pi tepropolico. | kindlersittik (Uintolli) osar oʻli siliri |
| ws  | 00611              | 02Nov16 06:00 am     | 02Nov16 0 | 8:38 am                  | OTTAWA       | NTL - CAL   | SARY INTL                          |   |
| REF | ERENCE             | E / SALE DESCRIPTION | l         |                          | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES                     | TOTAL                                     |
|     | et # 9566<br>RY MS | 3168719 for MCKENNA/ | CATHERINE |                          | 619.00       | 87.38       | 53.12                              | 759.50                                    |
| BSP | CANAD              | A, IATA 0065775070   |           |                          | 39.90        | 2.00        | 0.00                               | 41.90                                     |
|     |                    |                      |           | <b>Total Fares</b>       | :            |             |                                    | 658.90                                    |
|     |                    |                      |           | <b>Total Taxes</b>       | :            |             |                                    | 53.12                                     |
|     |                    |                      |           | Total GST/               | HST:         |             |                                    | 89.38                                     |
|     |                    |                      |           | Invoice Tot<br>Payment(s |              |             |                                    | 801.40                                    |
|     |                    |                      | 28 Oct 16 | Credit Card              |              |             |                                    | 759.50                                    |
|     |                    |                      | 28 Oct 16 | Credit Card              | •            |             |                                    | 41.90                                     |
|     |                    |                      |           | Total Paym               | ents:        |             |                                    | 801.40                                    |
|     |                    |                      |           | Balance De               | le (CAD):    |             |                                    | 0.00                                      |

+++ AIR TICKET PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++ +++ DATE CHANGE TRAVEL ON INVOICE 482435 +++

TKT: 838 9566 168719 NAME: MCKENNA/CATHERINE MARY MS

CC: ISSUED: 2800116 FOP:

PSEUDO: 2GU4 PLATING CARRIER: WS ISU: CA IAIA: 6/502982 USE CR FLT CLS DATE BROOFF TIME ST F/B FARE CPN EXCH WS 0611 W 02NOV YOWYYC 0600A OK WCL

FARE: CAD 619.00 TAX: 7.12 CA TAX: 87.38 RC

TAX: 46.00 XT TOTAL: CAD 759.50 **REF-RESTRCTS APPLY SEE TXT** 

2NOV YOW WS YYC 619.00CAD619.00END XT 23.00SQ 23.00

)>RLOC 1V

WS UKLUDI





# 

# Invoice

HON. CATHERINE MCKENNA

MIN. OF ENVIRONMENT & CLIMATE CHANGE

200 SACR-COEUR 21ME ETAGE MINISTER

GATINEAU; QC K1A 0H3

CANADA

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 482127

Invoice Date: 28 Oct 2016

Client No: Agent: PNR:

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

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# Invoice

HON. CATHERINE MCKENNA MIN POFENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE

GATINEAU, QC K1A 0H3

CANADA Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 482131 Invoice Date: 28 Oct 2016

Client No: Agent: PNR:

| A/L | <b>FLIGHT</b>      | DEPART   | DATE/TIME   | ARRIVAL D  |                           | ITINERA      |              | er in de la company de la comp | Control of the Contro |
|-----|--------------------|----------|-------------|------------|---------------------------|--------------|--------------|--|--|
| AC  | 00124              | 02Nov16  | 07:10 pm    | 03Nov16 0  | 1:03 am                   | CALGAF       | RY INTL - OT | TAWA INTL  |  |
| AC  | 08283              | 15Nov16  | 08:30 am    | 15Nov16 09 | 9:52 am                   | TORON        | TO PEARSOI   | N - TIMMINS  |  |
| REF | ERENCE             | SALE I   | DESCRIPTION |            |                           | BASE<br>FARE | GST/<br>HST  | OTHER<br>TAXES   | TOTAL  |
|     | et # 9566<br>RY MS | 168721 f | or MCKENNA/ | CATHERINE  |                           | 1,175.00     | 64.21        | 69.25  | 1,308.46   |
|     |                    |          |             |            | Total Fares:              |              |              |  | 1,175.00   |
|     |                    |          |             |            | Total Taxes:              | :            |              |  | 69.25  |
|     |                    |          |             |            | Total GST/H               | łST:         |              |  | 64.21  |
|     |                    |          |             |            | Invoice Tot<br>Payment(s) |              |              |  | 1,308.46   |
|     |                    |          |             |            | O-14 O-14                 |              |              |  | 1,308.46   |
|     |                    |          |             | 28 Oct 16  | Credit Card               |              |              |  | 1,300.40   |
|     |                    |          |             | 28 Oct 16  | Total Paym                | ents:        |              |  | 1,308.46   |

+++ AIR TICKET (FLEX ECONOMY CLASS FARE) +++ +++ SERVICE FEE ON INVOICE 481766 +++

NOTE: TORONTO-TIMMINS FLIGHT ADDED TO RETAIN THE VALUE OF THE TICKET / CREDIT OF 597.00 ( EXP 02NOV17)

TKT: 014 9566 168721 NAME: MCKENNA/CATHERINEMARYMS ISSUED: 28OCT16 FOP:

PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982 USE CRIFLT CLS DATE BROOFF TIME STIF/B FARE CPN USED AC 124 H 02NOV YYCYOW 0710P OK HOZLTPC NVB02NOV NVA02NOV

OPEN AC 8283 Y 15NOV YYZYTS 0830A OK YOLTA 3

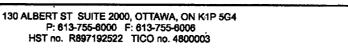
FARE: CAD 1175.00 TAX: 14.25 CA TAX: 60.96 XG TAX: 58.25 XT TOTAL: CAD 1308.46 AC ONLY-NON-REF-CHGE FEE AC O NLY NT0149566168583 260CT16 C

IC170 17

2NOV YYC AC YOW Q20.00Q3.00 555.00/-YTO AC YTS Q9.0 0Q3.00 585.00CAD1175.00END XT 55.00SQ 3.25RC **TOUR CODE: THANKU5 RLOC 1V** 

BALGARY ROLLION Total: 711.468





### M(ago)ridatravatemavanakeement

# Invoice

HON: CATHERINE MCKENNA MIN: OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE GATINEAU, QC K1A 0H3

CANADA

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 482131 Invoice Date: 28 Oct 2016

Client No: Agent: PNR:

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

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# Magoradary/Marwayaeamaya

# Invoice

HON, CATHERINE MCKENNA MIN, OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 24ME ETAGE MINISTER SUITE

GATINEAU, QC K1A 0H3 GANADA

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 481766 Invoice Date: 26 Oct 2016

Client No: Agent: PNR:

| 24.53 | FLIGHT             | ORMATION  DEPART DATE/TIME | ARRIVAL D | )ATE/TIME        | ITINER       | ΔRY          | de Serve Sakhare in Mes. | ก็สืบเมื่อสากกำลัก การสำ |
|-------|--------------------|----------------------------|-----------|------------------|--------------|--------------|--------------------------|--------------------------|
| AC    | 00465              | 01Nov16 07:00 pm           | 01Nov16 0 |                  |              |              | ONTO PEARS               | ON                       |
| AC    | 00145              | 01Nov16 08:55 pm           | 01Nov16 1 | •                |              |              | N - CALGARY              |                          |
| AC    | 00124              | 02Nov16 07:10 pm           | 03Nov16 0 |                  | CALGA        | RY INTL - OT | TAWA INTL                |                          |
| REF   | ERENCE             | E / SALE DESCRIPTION       | 1         |                  | BASE<br>FARE | GST/<br>HST  | OTHER<br>TAXES           | TOTAL                    |
|       | et # 9566<br>RY MS | 168583 for MCKENNA/        | CATHERINE |                  | 1,156.00     | 157.14       | 71.25                    | 1,384.39                 |
|       |                    | A, IATA 0065756680         |           |                  | 79.90        | 4.00         | 0.00                     | 83.90                    |
| Tick  |                    | 168583 for MCKENNA/        | CATHERINE |                  | -1,156.00    | -137.64      | -71.25                   | -1,364.89                |
|       |                    |                            |           | Total Fare       | s:           |              |                          | 79.90                    |
|       |                    |                            |           | Total Taxe       | es:          |              |                          | 0.00                     |
|       |                    |                            |           | Total GST        | /HST:        |              |                          | 23.50                    |
|       |                    |                            |           | Penalties:       |              |              |                          | 150.00                   |
|       |                    |                            |           | Invoice T        | otal:        |              |                          | 253.40                   |
|       |                    |                            |           | Payment(         | (s):         |              |                          |                          |
|       |                    |                            | 26 Oct 16 | Credit Car       | ď            |              |                          | 1,384.39                 |
|       |                    |                            | 26 Oct 16 | Credit Car       | ď            |              |                          | 83.90                    |
|       |                    |                            | 28 Oct 16 | Credit Car       | ·d           |              |                          | -1,214.89                |
|       |                    |                            |           | <b>Total Pay</b> |              |              |                          | 253.40                   |
|       |                    |                            |           | Balance I        | Due (CAD):   |              |                          | 0.00                     |





# 

# **Invoice**

HON. CATHERINE MCKENNA MIN: OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER GATINEAU, QC K1A 0H3

Invoice No: 481766 Invoice Date: 26 Oct 2016

Client No: Agent: PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

CANADA

+++ TICKET REFUNDED +++ SERVICE FEE USED TOWARDS INVOICE 482131 +++

TKT: 014 9566 168583 NAME: MCKENNA/CATHERINEMARYMS CC: FF: . .\_\_\_\_ FOP: ISSUED: 26OCT16 PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982 USE CR FLT CLS DATE BRDOFF TIME ST F/B FAF RFND AC 465 H 01NOV YOWYYZ 0700P OK HOZLTPC FARE CPN NVB01NOV NVA01NOV RFND AC 145 H 01NOV YYZYYC 0855P OK H0ZLTPC 2 NVB01NOV NVA01NOV 3

RFND AC 124 H 02NOV YYCYOW 0710P OK HOZLTPC NVB02NOV NVA02NOV

FARE: CAD 1156.00 TAX: 14.25 CA TAX: 1.50 XG )> TAX: 212.64 XT TOTAL: CAD 1384.39 AC ONLY-NON-REF-CHGE FEE

1NOV YOW AC X/YTO AC YYC Q YOWYYC3.00Q YOWYYC20.00 555.00AC YOW Q20.00Q3.00 555.00CAD1156.00END XT 15 5.64RC 57.00SQ **TOUR CODE: THANKU5** RLOC 1V

#### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

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s.19(1)

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.



CALGARY AIRPORT 2001 Airport Road NE, Calgary, Alberta T2E 6Z8 Tel: 403-291-2600 Fax: 403-250-8722

Catherine Mckenna

Room:

609

Folio: Cashier:

55

Arrival:

11-01-16

Departure:

11-02-16

| Date  | Description                     | Additional Information | Charges | Credits |
|---|---------------------------------|------------------------|---------|---------|
| 11-01-16                                      | Room Charge                     |                        | 189.00  |         |
| 11-01-16                                      | Rooms Destination Marketing Fee |                        | 5.67    |         |
| 11-01-16                                      | Rooms Tourism Levy              |                        | 7.79    |         |
| 11-01-16                                      | Rooms GST                       |                        | 9.73    |         |
| 11-02-16                                      | Visa                            | X                      | ×/xx    | 232.99  |
| GST Sum                                       | ımary                           | Total                  | 232.99  | 232.99  |
| Registration No:807209770 RT0001<br>Room 9.73 |                                 | Balance Due            | 0.00 CD | V       |
| F&B   | 0.85                            | <u> </u>               |         |         |
| Other   | 5.67                            |                        |         |         |
| Total   | 16.25                           |                        |         |         |

| Guest Signatura: |  |  |
|------------------|--|--|

Thank you for choosing Delta Hotels by Marriott™.

DeltaHotels.com

f DeltaHotels

DeltaHotels

**梦** DeltaHotelsLTD



| Traveler Name:         | M | inis        | <i>ler</i> |             |
|------------------------|---|-------------|------------|-------------|
| Location:              | a | inis<br>Qoc | کلاهل      |             |
| Dates of travel:       | 1 | Nov         | 71         | er          |
| Meals and incidentals: | В | L           | D          | Incidentals |
| Monday                 |   |             |            |             |
| Tuesday                |   |             |            |             |
| Wednesday              | V |             |            |             |
| Thursday               |   |             |            |             |
| Friday                 |   |             |            |             |
| Saturday               |   |             |            |             |
| Sunday                 |   |             |            |             |
| Hotel receipt(s)       |   | سسيا        |            |             |
| Taxi receipts          |   |             |            |             |
| Miscellaneous receipts |   |             |            |             |
| Traveler signature     |   |             |            |             |

Please do not include meals that were provided during this trip.

# Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To make and annoucement and meet key stakeholders in Calgary - November 2016

| Nom du | voya | geur: |
|--------|------|-------|
|--------|------|-------|

Catherine McKenna

NIV:

Préparé par:

Amanda Herault

**Module Politique:** 

M3D : Domestique - avec nuitée

Motif du voyage:

Engagement principal des parties -

Réunions

Autre objet du voyage:

Nom de la demande de

Calgary - November 2016

voyage:

Date de début du

01/11/2016

déplacement:

Date de fin du

02/11/2016

déplacement:

État d'autorisation du

Autorisation requise

rapport de dépenses:

Emplacement principal:

Emplacement secondaire:

NAV en ligne:

AMC486584

Fiscal Year:

2016-2017

**Travel Outside Default** 

Division:

Code fournisseur:

Événement:

Commentaires:

#### Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées : 2,016.92
(Moins) Total des dépenses non remboursables : 1,787.73

Total des dépenses remboursables : 229,19

Montant total dû voyageur : 229,19

Dépenses non remboursables

|   |            |   | Montant<br>en             |                       |                  |
|---|------------|---|---------------------------|-----------------------|------------------|
| Type de dépenses                            | Date       |   | devise<br>étrangère       | Montant de la<br>taxe | Montant          |
| 5) Commercial Air                           | 01/11/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001                             |                           |                       | 1,787.73         |
| Manual Prepaid                              |            |   |                           |                       | 1,787.73         |
| WestJet                                     |            |   |                           |                       |                  |
|   |            | Total des d   | épenses non re            | mboursables (CAD)     | 1,787.73         |
| Dépenses rembours                           | ables      |   |                           |                       |                  |
|   |            |   | Montant                   |                       |                  |
| Type de dépenses                            | Date       |   | en<br>devise<br>étrangère | Montant de la<br>taxe | Montant          |
| 16) Commercial Accommodation                | 02/11/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                           | CA*T 8.16             | 204.03           |
| Delta Hotels And<br>Resorts                 |            |   |                           |                       | 212.19           |
| Allowance: Meals,     Incidentals & Private | 02/11/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                           | CA#T 0.81             | 16.19            |
| Accommodation                               |            | 10000 - 0070 - 0000 0000  |                           | OAT 0.01              | 17.00            |
|   |            | Total d   | les dépenses re           | mboursables (CAD)     | 229.19           |
| Récapitulatif codes                         | de taxes   |   |                           |                       |                  |
| TPS   |            |   |                           |                       | Montant<br>total |
| 10600 - 0070 - 0000                         | 8050       |   |                           |                       | 8.97             |
| Résumé des codes                            | financiers |   |                           |                       |                  |
| Codes financiers                            |            |   |                           | Total HT<br>Taxe      | Total            |
|   |            |   |                           |                       |                  |

51498 - 282202 - 0070 - PBJ2 - 2001 - -

2,007.95

2,016.92

# Historique d'autorisation

| Date et heure                             | Approbateur                          | État d'autorisation               | Commentaire                          |
|---|--------------------------------------|-----------------------------------|--------------------------------------|
| Signatures                                |                                      |                                   |                                      |
| Je certifie que les montants officielles. | s faisant l'objet de cette réclamati | on constituent des dépenses entra | ainées par des voyages pour affaires |
| Nom du voyageur                           | Catherine McKenna                    |                                   |                                      |
| Date de soumission                        | 08/11/2016                           |                                   |                                      |
| Signature                                 |                                      |                                   |                                      |
| Soumis au nom du voyage                   | ur.                                  |                                   |                                      |
| Nom du délégué                            | Amanda Herault                       |                                   |                                      |
| Date de soumission                        | 08/11/2016                           |                                   |                                      |
| Signature                                 |                                      |                                   |                                      |
| Nom de l'émetteur de la<br>recommandation | Myriam Montreuil                     |                                   |                                      |
| Date recommandée                          |                                      |                                   |                                      |
| Signature                                 |                                      |                                   |                                      |
| Certifié conforme à l'article             | e 34 de la Loi sur la gestion des f  | inances publiques.                |                                      |
| Nom de l'approbateur                      | Marlo Raynolds                       |                                   |                                      |
| Date d'autorisation                       |                                      | -                                 |                                      |
| Signature                                 |                                      |                                   |                                      |

| Nom de la personne<br>responsable du<br>traitement |  |
|--|--|
| Date de traitement                                 |  |
| Signature  |  |

# **Expense Report Statement**

| xpense Report Name: | To make an ar | inouncement in | Halifax - 7 | 7 November: | 2016 |
|---------------------|---------------|----------------|-------------|-------------|------|
|---------------------|---------------|----------------|-------------|-------------|------|

Traveller Name:

Catherine McKenna

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M2 - Outside Headquarters - No

Overnight

Trip Purpose:

Core Mandate - Other

Other Trip Purpose:

Announcement

Travel Request Name:

Halifax - 7 November 2016

**Travel Start Date:** 

07/11/2016

Travel End Date:

07/11/2016

ER Approval Status:

Approval Required

**Primary Location:** 

**Secondary Location:** 

Online TAN:

AMC469795

Fiscal Year:

2016-2017

**Travel Outside Default** 

٨

Division:

**Vendor Code:** 

Event:

Comments:

### **Expense Report Summary**

#### **Expense Summary**

Total allocated expenses:

(Minus) Total non-reimbursable expenses:

483.56

Total reimbursable expenses:

62.80

Total due traveller:

#### Non-Reimbursable Expenses

Expense Type Date Foreign

Amount Tax Amount Amount

| Expense Type      | Date       |                                     | Foreign<br>Amount    | Tax Amount     | Amount |
|-------------------|------------|-------------------------------------|----------------------|----------------|--------|
| 5) Commercial Air | 04/11/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001 |                      |                | 483.56 |
| Manual Prepaid    |            |                                     |                      |                | 483.56 |
| Porter Airlines   |            |                                     |                      |                |        |
|                   |            |                                     |                      |                |        |
|                   |            | To                                  | tal non-reimbursable | expenses (CAD) | 483.56 |

### Reimbursable Expenses

| Expense Type  | Date       |   | Foreign<br>Amount | Tax Amount         | Amount         |
|---|------------|---|-------------------|--------------------|----------------|
| Allowance: Meals,<br>Incidentals & Private<br>Accommodation | 07/11/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                   | NS#H 5.94          | 39.61<br>45.55 |
|   | 07/11/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                   | ON#H 1.98          | 15.27          |
|   |            |   | Total reimbursal  | ole expenses (CAD) | 62.80          |

### **Tax Coding Summary**

| н  | <b>З</b> Т              | Total<br>Amount |
|----|-------------------------|-----------------|
| 10 | 0600 - 0070 - 0000 8050 | 7.92            |

### **Financial Coding Summary**

|                                     | Total     | Total     |
|-------------------------------------|-----------|-----------|
| Financial Coding                    | Excl. Tax | Incl. Tax |
| 51498 - 282202 - 0070 - PBJ2 - 2001 | 538.44    | 546.36    |

### **Approval History**

| Date And Time       | Approver         | Approval Status | Comment |
|---------------------|------------------|-----------------|---------|
| 14/11/2016 13:37:57 | Myriam Montreuil | Approved        |         |

# Signatures

| I andifi. | that the amounts | included in this Ex | nanca Danad was | re incurred on author | الفائد والمستواد والمائم المراج والمراج |                  |
|-----------|------------------|---------------------|-----------------|-----------------------|---|------------------|
| 1 Ceruiy  | that the amounts | included in this Ex | pense kepon wei | e incurred on autho   | onzea aovernment                        | dusiness travei. |

**Traveller Name** 

Catherine McKenna

**Submit Date** 

14/11/2016

Signature

Submitted on behalf of the Traveller.

**Delegate Name** 

Amanda Herault

**Submit Date** 

14/11/2016

Signature

Recommender Name

Myriam Montreuil

Recommended Date

14/11/2016

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** 

Marlo Raynolds

**Approval Date** 

NOV 3 0 2016

Signature

| Processor Name | - |
|----------------|---|
| Processed Date |   |
| Signature      |   |

# **Travel Request**

Travel Request Name: Halifax - 7 November 2016

Traveller Name:

Catherine McKenna

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M2 - Outside Headquarters - No

Overnight

Trip Purpose:

Core Mandate - Other

Other Trip Purpose:

Announcement

Alternative To Travel:

Personal attendance required

Travel Start Date:

07/11/2016

Travel End Date:

07/11/2016

**Approval Status:** 

Approved

**Primary Location:** 

**Secondary Location:** 

Online TAN:

AMC469795

Fiscal Year:

2016-2017

**Travel Outside Default** 

Division:

N

Blanket Travel Authority No

Applied:

Vendor Code:

**Custom Field 1:** 

**Custom Field 2:** 

**Custom Field 3:** 

Custom Field 4:
Custom Field 5:

Event:

Comments:

Halifax - 7 November 2016

Travel Request Summary

**Expense Summary** 

Total non-reimbursable expenses:

0.00

Total reimbursable expenses:

62.80

62.80

**Advance Summary** 

Travel advance:

0.00

#### Reimbursable Expenses

Expense Type Amount

2) Allowance: Meals, Incidentals &

51498 - 282202 - 0070 - PBJ2 - 2001 - -

62.80

Private Accommodation

Total reimbursable expenses

62.80

#### **Financial Coding Summary**

|                  | Total     | lotal     |
|------------------|-----------|-----------|
| Financial Coding | Excl. Tax | incl. Tax |
|                  |           |           |

51498 - 282202 - 0070 - PBJ2 - 2001 - -

62.80 62.80

### **Approval History**

Date And Time Approver Approval Status Comment

14/11/2016 10:16:19

Mario Raynolds

Approved

### **Itinerary Details**

PNR:

Trip Status:

Quoted

Traveller Type:

Minister

Primary Trip Purpose:

Core Mandate - Other

Total Itinerary Cost (CAD) 0.00

### **Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

Traveller Name

Catherine McKenna

**Submit Date** 

14/11/2016

Signature

Submitted on behalf of the Traveller.

**Delegate Name** 

Amanda Herault

**Submit Date** 

14/11/2016

Signature

Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** 

Marlo Raynolds

**Approval Date** 

Signature \

s.19(1)

# McCORD TRAVEL MANAGEMENT

# Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE

**GATINEAU, QC K1A 0H3** 

**CANADA** 

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 482944

Invoice Date: 4 Nov 2016 Client No:

> Agent: PNR:

| FLI  | IGHT INF | ORMATION           |                                      |                 |  |                |                 |
|--|----------|--------------------|--------------------------------------|-----------------|--|----------------|-----------------|
| <b>A</b> /L  | FLIGHT   | DEPART DATE/TIME   | ARRIVAL DATE/TIME                    | ITINERA         | <b>VRY</b>   |                |                 |
| PD 00219 07Nov16 11:55 am<br>PD 00252 07Nov16 07:40 pm |          |                    | 07Nov16 02:45 pm<br>07Nov16 08:55 pm |                 | OTTAWA INTL - HALIFAX INTL<br>HALIFAX INTL - OTTAWA INTL |                |                 |
| REF  | ERENCE   | / SALE DESCRIPTION |                                      | BASE<br>FARE    | GST/<br>HST  | OTHER<br>TAXES | TOTAL           |
| PORTER AIRLINES<br>BSP CANADA, IATA 0065775472         |          |                    |                                      | 255.00<br>79.90 | 46.42<br>4.00  | 98.24<br>0.00  | 399.66<br>83.90 |
|  |          |                    | Total Far<br>Total Tax<br>Total GS   | es:             |  |                | 334.90<br>98.24 |

10181 G51/H51: 50.42 Invoice Total: 483.56 Payment(s): 04 Nov 16 Credit Card 399.66 04 Nov 16 Credit Card 83.90 **Total Payments:** 483.56 **Balance Due (CAD):** 

+++ AIR TICKET PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.





0.00

| Traveler Name:         | H | inis | Jer       | ි<br>්ල<br>Incidentals |
|------------------------|---|------|-----------|------------------------|
| Location:              | 1 | tale | lax       | _                      |
| Dates of travel:       | 7 | No   | )<br>V. 2 | <u>'016</u>            |
| Meals and incidentals: | В | L    | D         | Incidentals            |
| Monday                 |   | 1_   | <u></u>   |                        |
| Tuesday                |   |      |           |                        |
| Wednesday              |   |      |           |                        |
| Thursday               |   |      |           |                        |
| Friday                 |   |      |           |                        |
| Saturday               |   |      |           |                        |
| Sunday                 |   |      |           |                        |
| Hotel receipt(s)       |   |      |           |                        |
| Taxi receipts          |   |      |           |                        |
| Miscellaneous receipts |   |      |           |                        |
| Traveler signature     |   |      |           |                        |

Please do not include meals that were provided during this trip.

# Transaction

|  | ket Expense   |  | S   |  |  |                                   |                                 | ed Transactions      |
|--|---|--|---|--|--|-----------------------------------|---------------------------------|----------------------|
| out of Pocket E<br>mount:<br>leals and incide            | \$62 80 entals  |  |   |  |  |                                   | Out of Pocket E                 | Expenses: Copy       |
| Expenses   | Coding  | Appro  | val S   | ummary   |  |                                   |                                 |                      |
| This expense Use this to es allowances fo this expense t | timate costs on tra<br>r up to 10 unique (<br>type after you have | e cost of meals<br>avel requests,<br>destinations in<br>e saved this e | s, incidentals ar<br>or to record the<br>a single trip. If<br>ntry. Use the 2 | mmodation  and nights with private  a actual out of pocket  your trip covers more  Allowance: Meals, is  ards in a single locati | expense amou<br>e than 10 uniqu<br>Incidentals & F | int on expense<br>ue destinations | reports. One for add another in | orm covers           |
| ☑ I am travel  | ling within Module  | 1 or 2 and I a   | m requesting a  | in accommodation an  | d/or incidental                                    | allowance.                        |                                 |                      |
| Reason for re  | 4   | to pay for<br>th and dinner.   | \$  |  |  |                                   |                                 |                      |
| Enter the date   | e range of travel.  |  |   |  |  |                                   |                                 |                      |
| Start Date   | End   | Date   |   |  |  |                                   |                                 |                      |
| 07/11/2016   | <b>iii</b> 07/  | /11/2016   |   |  |  |                                   |                                 |                      |
| Select the me  | als/Incidentals/acc   | commodation :  | allowances you  | ı want to claim and cli  | ck Calculate A                                     | llowances.                        |                                 |                      |
| Date   | Country / Lo  | ocation  |   | Breakf   | ast Lun  | ch Dinn                           | er Incide                       | Priva<br>entals Acco |
| 07/11/2016   | Canada - N  | ova Scotia   |   |  |  | Ø                                 |                                 |                      |
| 07/11/2016   | Canada - O  | ntario   |   |  | Ø  |                                   |                                 |                      |
| Calculate A  | Allowances  |  |   |  |  |                                   |                                 |                      |
| Summary  |   |  |   |  |  |                                   |                                 |                      |
| Country  | Location  | Meals  | Incidentals   | Private Accommo  | dation   |                                   |                                 |                      |
| Canada   | Nova Scotia   | 45.55  | 0.00  | 0.   | .00  |                                   |                                 |                      |
| Canada   | Ontario   | 17.25  | 0.00  | 0.   | .00  |                                   |                                 |                      |
|  |   |  |   |  |  | Delete                            | Save                            | Cancel               |
|  |   |  |   |  |  |                                   |                                 |                      |

# Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To make an announcement in Halifax - 7 November 2016

Nom du voyageur:

Catherine McKenna

NIV:

Préparé par:

Amanda Herault

**Module Politique:** 

M2: Hors de la zone d'affectation -

sans nuitée

Motif du voyage:

Mandat principal - Autre

Autre objet du voyage:

**Announcement** 

Nom de la demande de

Halifax - 7 November 2016

voyage:

Date de début du

07/11/2016

déplacement:

07/11/2016

Date de fin du déplacement:

État d'autorisation du

Autorisation requise

rapport de dépenses:

**Emplacement principal:** 

**Emplacement** secondaire:

NAV en ligne:

AMC469795

**Fiscal Year:** 

2016-2017

**Travel Outside Default** 

Division:

Code fournisseur:

Événement:

Commentaires:

#### Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées : 546.36

(Moins) Total des dépenses non remboursables : 483.56

Total des dépenses remboursables : 62.80

Montant total dû voyageur: 62.80

Dépenses non remboursables

|                   |            | Montant<br>en                              |         |
|-------------------|------------|--|---------|
| Type de dépenses  | Date       | devise Montant de la<br>étrangère taxe     | Montant |
| 5) Commercial Air | 04/11/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001        | 483.56  |
| Manual Prepaid    |            |  | 483.56  |
| Porter Airlines   |            |  |         |
|                   |            | Total des dépenses non remboursables (CAD) | 483.56  |

# Dépenses remboursables

| Type de dépenses  | Date       |   | Montant<br>en<br>devise<br>étrangère | Montar      | nt de la<br>taxe | Montant        |
|---|------------|---|--------------------------------------|-------------|------------------|----------------|
| Allowance: Meals,     Incidentals & Private     Accommodation | 07/11/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                                      | NS#T        | 5.94             | 39.61<br>45.55 |
|   | 07/11/2016 | 51498 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                                      | ON#T        | 1.98             | 15.27          |
|   |            | Total de  | es dépenses re                       | mboursables | s (CAD)          | 62.80          |

### Récapitulatif codes de taxes

|                          | Montant |
|--------------------------|---------|
| TVH                      | total   |
|                          |         |
| 10600 - 0070 - 0000 8050 | 7.92    |

#### Résumé des codes financiers

| Codes financiers                    | Total HT<br>Taxe | Total<br>TTC Taxe |
|-------------------------------------|------------------|-------------------|
| 51498 - 282202 - 0070 - PBJ2 - 2001 | 538.44           | 546.36            |

### Historique d'autorisation

| Date et heure | Approbateur | État d'autorisation | Commentaire |
|---------------|-------------|---------------------|-------------|
|---------------|-------------|---------------------|-------------|

### **Signatures**

Document Released Under the Access to Information Act / Document divulgué en vertu

de la Loi sur l'accès à l'information. Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entrainées par des voyages pour affaires officielles. Nom du voyageur Catherine McKenna Date de soumission 14/11/2016 Signature Soumis au nom du voyageur. Nom du délégué Amanda Herault Date de soumission 14/11/2016 Signature Nom de l'émetteur de la Myriam Montreuil recommandation Date recommandée

Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques.

Marlo Raynolds

Signature

Signature

Nom de l'approbateur

Date d'autorisation

| Nom de la personne<br>responsable du<br>traitement |  |
|--|--|
| Date de traitement                                 |  |
| Signature  |  |

### McCORD TRAVEL MANAGEMENT ccès à l'information.

### Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

CANADA

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 484955 Invoice Date: 20 Nov 2016

Client No: Agent:

PNR:

| FLIG  | HT INF           | ORMATION             |           |                           |              |              |                |        |
|-------|------------------|----------------------|-----------|---------------------------|--------------|--------------|----------------|--------|
| A/L I | FLIGHT           | DEPART DATE/TIME     | ARRIVAL D | ATE/TIME                  | ITINERA      | RY           |                |        |
| AC    | 08637            | 21Nov16 05:10 pm     | 21Nov16 0 | 6:15 pm                   | HALIFA       | (INTL - OTTA | WA INTL        |        |
| REFE  | RENCE            | / SALE DESCRIPTION   |           |                           | BASE<br>FARE | GST/<br>HST  | OTHER<br>TAXES | TOTAL  |
|       | t # 9566<br>Y MS | 374443 for MCKENNA/C | ATHERINE  |                           | 389.00       | 63.17        | 32.12          | 484.29 |
| BSP ( | CANAD            | A, IATA 0065799559   |           |                           | 39.90        | 2.00         | 0.00           | 41.90  |
|       |                  |                      |           | Total Fares:              |              |              |                | 428.90 |
|       |                  |                      |           | <b>Total Taxes:</b>       |              |              |                | 32.12  |
|       |                  |                      |           | Total GST/H               | IST:         |              |                | 65.17  |
|       |                  |                      |           | Invoice Tot<br>Payment(s) |              |              |                | 526.19 |
|       |                  |                      | 20 Nov 16 | Credit Card               |              |              |                | 484.29 |
|       |                  |                      | 20 Nov 16 | <b>Credit Card</b>        |              |              |                | 41.90  |
|       |                  |                      |           | Total Paym                | ents:        |              |                | 526.19 |
|       |                  |                      |           | Deleses B.                | - (OAB).     |              |                |        |

Balance Due (CAD):

+++ AIR TICKET PLUS SERVICE FEE (FLEX ECONOMY CLASS FARE) +++

TKT: 014 9566 374443 NAME: MCKENNA/CATHERINEMARYMS CC: FF:

ISSUED: 20NOV16

FOP:

PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982 USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN USED AC 8637 M 21NOV YHZYOW 0510P OK P0ZEXB 1 NVB21NOV NVA21NOV

FARE: CAD 389.00 TAX: 7.12 CA TAX: 63.17 RC

TAX: 25.00 SQ TOTAL: CAD 484.29

**AC ONLY** 

21NOV YHZ AC YOW Q15.00Q3.00 371.00CAD389.00END >> RLOC 1V





0.00

### **Invoice**

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

**GATINEAU, QC K1A 0H3** 

**CANADA** 

Invoice No: 484903 Invoice Date: 20 Nov 2016

Client No: Agent:

PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

#### **FLIGHT INFORMATION**

| A/L | FLIGHT             | DEPART DATE/TIME     | ARRIVAL D | ATE/TIME                                    | ITINERA      | RY          |                |                          |
|-----|--------------------|----------------------|-----------|---|--------------|-------------|----------------|--------------------------|
| AC  | 08632              | 21Nov16 10:30 am     | 21Nov16 0 | 1:25 pm                                     | OTTAWA       | NTL - HALI  | FAX INTL       |                          |
| REF | ERENCE             | : / SALE DESCRIPTION | <b>I</b>  |   | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL                    |
|     | et # 9566<br>RY MS | 374433 for MCKENNA/  | CATHERINE |   | 585.00       | 79.97       | 30.12          | 695.09                   |
| BSF | CANAD              | A, IATA 0065799531   |           |   | 39.50        | 1.98        | 0.00           | 41.48                    |
|     |                    |                      |           | Total Fares:<br>Total Taxes:<br>Total GST/H |              |             |                | 624.50<br>30.12<br>81.95 |
|     |                    |                      |           | Invoice Tot<br>Payment(s)                   | al:          |             |                | 736.57                   |
|     |                    |                      | 20 Nov 16 | Credit Card                                 |              |             |                | 695.09                   |
|     |                    |                      | 20 Nov 16 | Credit Card                                 | (            |             |                | 41.48                    |
|     |                    |                      |           | <b>Total Paym</b>                           | ents:        |             |                | 736.57                   |
|     |                    |                      |           | Balance Du                                  | ie (CAD):    |             |                | 0.00                     |

+++ AIR TICKET PLUS SERVICE FEE ( LATITUDE ECONOMY CLASS FARE) +++

TKT: 014 9566 374433 NAME: MCKENNA/CATHERINEMARYMS FF:

CC:

ISSUED: 20NOV16 FOP:

PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982 USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN USED AC 8632 Y 21NOV YOWYHZ 1030A OK Y0LTB

FARE: CAD 585.00 TAX: 7.12 CA TAX: 79.97 RC

TAX: 23.00 SQ TOTAL: CAD 695.09

**AC ONLY** 

21NOV YOW AC YHZ Q15.00Q3.00 567.00CAD585.00END **RLOC 1V** 

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### **Invoice**

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE GATINEAU, QC K1A 0H3

CANADA
Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 484955 Invoice Date: 20 Nov 2016

> Client No: Agent: PNR:

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (I) Valid passport, (ii) required entry visa, and (IiI) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.





### Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE

GATINEAU, QC K1A 0H3

**CANADA** 

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 485297 Invoice Date: 23 Nov 2016

> Client No: Agent: PNR:

| FLI         | GHT INF | ORMATION             |                   |              |             |                |            |
|-------------|---------|----------------------|-------------------|--------------|-------------|----------------|------------|
| <b>A</b> /L | FLIGHT  | DEPART DATE/TIME     | ARRIVAL DATE/TIME | ITINERA      | RY          |                |            |
| PD          | 00214   | 25Nov16 09:30 am     | 25Nov16 10:30 am  | OTTAWA       | INTL - TOR  | ONTO BILLY BI  | SHOP ARPT  |
| PD          | 00241   | 25Nov16 05:00 pm     | 25Nov16 05:56 pm  | TORON        | O BILLY BIS | HOP ARPT - O   | TTAWA INTL |
| REF         | ERENCE  | E / SALE DESCRIPTION | <b>.</b>          | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL      |
| PO          | TER AIR | NES                  |                   | 511.00       | 77 52       | 85 24          | 673.76     |

| REFERENCE / SALE DESCRIPTION | FARE                       | HST   | TAXES | TOTAL  |
|------------------------------|----------------------------|-------|-------|--------|
| PORTER AIRLINES              | 511.00                     | 77.52 | 85.24 | 673.76 |
| BSP CANADA, IATA 0065810605  | 79.90                      | 4.00  | 0.00  | 83.90  |
|                              | Total Fares:               |       |       | 590.90 |
|                              | Total Taxes:               |       |       | 85.24  |
|                              | Total GST/HST:             |       |       | 81.52  |
|                              | Invoice Total: Payment(s): |       |       | 757.66 |
| 23 N                         | Nov 16 Credit Card         |       |       | 673.76 |
| 23 N                         | 23 Nov 16 Credit Card      |       |       | 83.90  |
|                              | Total Payments:            |       |       | 757.66 |
|                              | Balance Due (CAD):         |       |       | 0.00   |

+++ AIR TICKET PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.





### **Invoice**

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE GATINEAU, QC K1A 0H3 CANADA

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 484903 Invoice Date: 20 Nov 2016

> Client No: Agent: PNR:

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.





# McCORD TRAVEL MANAGEMENT CCès à l'information.

### Invoice

HON. CATHERINE MCKENNA

MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

**CANADA** 

Passenger(s) LUBCZUK/JOCELYN MS

Invoice No: 484901

Invoice Date: 20 Nov 2016

Client No: Agent: PNR:

|  | INFO |  |  |
|--|------|--|--|
|  |      |  |  |

| <b>A/L</b> | FLIGHT | DEPART DATE/TIME                            | ARRIVAL D | ATE/TIME                                     | ITINERA         | RY            |               |                          |
|------------|--------|---|-----------|--|-----------------|---------------|---------------|--------------------------|
| AC         | 08632  | 21Nov16 10:30 am                            | 21Nov16 0 | 1:25 pm                                      | OTTAWA          | INTL - HALI   | FAX INTL      |                          |
| REF        | ERENCE | : / SALE DESCRIPTION                        |           |  | BASE<br>FARE    | GST/<br>HST   | OTHER TAXES   | TOTAL                    |
|            |        | 374431 for LUBCZUK/J0<br>A, IATA 0065799529 | OCELYN MS |  | 389.00<br>39.50 | 54.49<br>1.98 | 30.12<br>0.00 | 473.61<br>41.48          |
|            |        |   |           | Total Fares:<br>Total Taxes:<br>Total GST/HS | ST:             |               |               | 428.50<br>30.12<br>56.47 |
|            |        |   |           | Invoice Tota<br>Payment(s):                  |                 |               |               | 515.09                   |
|            |        |   | 20 Nov 16 | Credit Card                                  |                 |               |               | 473.61                   |
|            |        |   | 20 Nov 16 | Credit Card                                  |                 |               |               | 41.48                    |
|            |        |   |           | Total Payme                                  | nts:            |               |               | 515.09                   |
|            |        |   |           | Balance Due                                  | (CAD):          |               |               | 0.00                     |

+++ AIR TICKET PLUS SERVICE FEE (FLEX ECONOMY CLASS FARE) +++

TKT: 014 9566 374431 N

NAME: LUBCZUK/JOCELYNMS

CC:

ISSUED: 20NOV16 FOP:

PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982 USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN USED AC 8632 M 21NOV YOWYHZ 1030A OK P0ZEXB 1 NVB21NOV NVA21NOV

FARE: CAD 389.00 TAX: 7.12 CA TAX: 54.49 RC

TAX: 23.00 SQ TOTAL: CAD 473.61

AC ONLY

21NOV YOW AC YHZ Q15.00Q3.00 371.00CAD389.00END )> RLOC 1V

>





### **Invoice**

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE GATINEAU, QC K1A 0H3 CANADA

Passenger(s) LUBCZUK/JOCELYN MS

Invoice No: 484901 Invoice Date: 20 Nov 2016

Client No: Agent: PNR:

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

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Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.





# McCORD TRAVEL MANAGEMENT Coes à l'information.

### Invoice

HON. CATHERINE MCKENNA

MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

**CANADA** 

Passenger(s) LUBCZUK/JOCELYN MS

Invoice No: 484954

Invoice Date: 20 Nov 2016

Client No:

Agent:

PNR:

| FL          | IGHT INF | ORMATION                                    |              |   |                 |               |                |                          |
|-------------|----------|---|--------------|---|-----------------|---------------|----------------|--------------------------|
| <b>A</b> /L | FLIGHT   | DEPART DATE/TIME                            | ARRIVAL DAT  | E/TIME                                    | ITINERA         | RY            |                |                          |
| AC          | 08637    | 21Nov16 05:10 pm                            | 21Nov16 06:1 | 5 pm                                      | HALIFA          | (INTL - OTTA  | WA INTL        |                          |
| REF         | ERENCI   | E / SALE DESCRIPTION                        | I            |   | BASE<br>FARE    | GST/<br>HST   | OTHER<br>TAXES | TOTAL                    |
| _           |          | 3374442 for LUBCZUK/J<br>A, IATA 0065799558 | OCELYN MS    |   | 389.00<br>39.90 | 63.17<br>2.00 | 32.12<br>0.00  | 484.29<br>41.90          |
|             |          |   | То           | otal Fares:<br>otal Taxes:<br>otal GST/HS | ST:             |               |                | 428.90<br>32.12<br>65.17 |
|             |          |   |              | voice Tota<br>ayment(s):                  | :               |               |                | 526.19                   |
|             |          |   | 20 Nov 16 Cr |   |                 |               |                | 484.29                   |
|             |          |   | 20 Nov 16 Cr | redit Card                                |                 |               |                | 41.90                    |

**Total Payments:** 

Balance Due (CAD):

+++ AIR TICKET PLUS SERVICE FEE (FLEX ECONOMY CLASS FARE) +++

TKT: 014 9566 374442 NAME: LUBCZUK/JOCELYNMS

CC:

ISSUED: 20NOV16

FF: FOP:

PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982 USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CP USED AC 8637 M 21NOV YHZYOW 0510P OK P0ZEXB **NVB21NOV NVA21NOV** 

FARE: CAD 389.00 TAX: 7.12 CA TAX: 63.17 RC

TAX: 25.00 SQ TOTAL: CAD 484.29

AC ONLY

21NOV YHZ AC YOW Q15.00Q3.00 371.00CAD389.00END )> RLOC 1V





526.19

0.00

### Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE GATINEAU, QC K1A 0H3

CANADA

Passenger(s) LUBCZUK/JOCELYN MS

Invoice No: 484954 Invoice Date: 20 Nov 2016

Client No: Agent: PNR:

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

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### Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

CANADA

Passenger(s) LUBCZUK/JOCELYN MS

Invoice No: 485305

Invoice Date: 23 Nov 2016

Client No: Agent: PNR:

| FLIGHT | INFORMATI | ON |
|--------|-----------|----|
|--------|-----------|----|

| A/L | FLIGHT | DEPART DATE/TIME | ARRIVAL DATE/TIME | ITINERARY                               |
|-----|--------|------------------|-------------------|---|
| PD  | 00214  | 25Nov16 09:30 am | 25Nov16 10:30 am  | OTTAWA INTL - TORONTO BILLY BISHOP ARPT |
| PD  | 00241  | 25Nov16 05:00 pm | 25Nov16 05:56 pm  | TORONTO BILLY BISHOP ARPT - OTTAWA INTL |

| REFERENCE / SALE DESCRIPTION | BASE<br>FARE                  | GST/<br>HST | OTHER<br>TAXES | TOTAL  |
|------------------------------|-------------------------------|-------------|----------------|--------|
| PORTER AIRLINES              | 511.00                        | 77.52       | 85.24          | 673.76 |
| BSP CANADA, IATA 0065810611  | 79.90                         | 4.00        | 0.00           | 83.90  |
|                              | Total Fares:                  |             |                | 590.90 |
|                              | Total Taxes:                  |             |                | 85.24  |
|                              | Total GST/HST:                |             |                | 81.52  |
|                              | Invoice Total:<br>Payment(s): |             |                | 757.66 |
| 23 N                         | ov 16 Credit Card             |             |                | 673.76 |
| 23 N                         | ov 16 Credit Card             |             |                | 83.90  |
|                              | Total Payments:               |             |                | 757.66 |
|                              | Balance Due (CAD):            |             |                | 0.00   |

+++ AIR TICKET PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++
+++ FLIGHT TIME CHANGE TRAVEL ON INVOICE 485526 +++

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination. etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

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### Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE

GATINEAU, QC K1A 0H3 **CANADA** 

Passenger(s) LUBCZUK/JOCELYN MS

Invoice No: 485526

Invoice Date: 24 Nov 2016

Client No: Agent:

PNR:

| FLIGH | 4T | INF    | ORN      | ITAN                                    | ON                |
|-------|----|--------|----------|---|-------------------|
|       |    | . 1811 | ~ 1 7 11 | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | $\mathbf{v}_{11}$ |

| A/L | FLIGHT | DEPART DATE/TIME | ARRIVAL DATE/TIME | ITINERARY                               |
|-----|--------|------------------|-------------------|---|
| PD  | 00214  | 25Nov16 09:30 am | 25Nov16 10:30 am  | OTTAWA INTL - TORONTO BILLY BISHOP ARPT |
| PD  | 00243  | 26Nov16 06:00 pm | 26Nov16 06:56 pm  | TORONTO BILLY BISHOP ARPT - OTTAWA INTL |

| REFERENCE / SALE DESCRIPTION | BASE<br>FARE               | GST/<br>HST | OTHER<br>TAXES | TOTAL |
|------------------------------|----------------------------|-------------|----------------|-------|
| CHANGE FEE                   | 50.00                      | 6.50        | 0.00           | 56.50 |
|                              | Total Fares:               |             |                | 50.00 |
|                              | Total Taxes:               |             |                | 0.00  |
|                              | Total GST/HST:             |             |                | 6.50  |
|                              | Invoice Total: Payment(s): | ····        |                | 56.50 |
| 24 N                         | Nov 16 Credit Card         |             |                | 56.50 |
|                              | Total Payments:            |             |                | 56.50 |
|                              | Balance Due (CAD):         |             |                | 0.00  |

+++ FLIGHT TIME CHANGE FROM INVOICE 485305 +++

+++ 56.50 CHANGE FEE+++

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

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Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.





### **Expense Report Statement**

Expense Report Name: To accompany the Minister and to meet with stakeholders in Halifax - November 2016

| Traveller | Name: |
|-----------|-------|
|-----------|-------|

Tiffany Anne Ouimet

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M3D - Domestic - Overnight Stay

Trip Purpose:

Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

Trave! Request Name:

Halifax - November 2016

**Travel Start Date:** 

07/11/2016

Travel End Date:

08/11/2016

**ER Approval Status:** 

Approval Required

**Primary Location:** 

**Secondary Location:** 

Online TAN:

AMC487561

Fiscal Year:

2016-2017

**Travel Outside Default** 

Division:

Vendor Code:

Event:

Comments:

#### **Expense Report Summary**

**Expense Summary** 

Total allocated expenses :

995.11

(Minus) Total non-reimbursable expenses :

540.62

Total reimbursable expenses :

454.49

Total due traveller :

**Expense Type** 

454.49

Non-Reimbursable Expenses

Date

Foreign

Amount

**Tax Amount** 

Amount

| Expense Type 5) Commercial Air Manual Prepaid Porter Airlines     | <b>Date</b><br>04/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001                             | Foreign<br>Amount | Tax Amount        | 540.62<br>540.62 |
|---|---------------------------|---|-------------------|-------------------|------------------|
|   |                           | Tota  | al non-reimbursab | le expenses (CAD) | 540.62           |
| Reimbursable Expens   | ses                       |   |                   |                   |                  |
| Expense Type  | Date                      |   | Foreign<br>Amount | Tax Amount        | Amount           |
| 12) Vehicle Rental Hertz Corporation                              | 08/11/2016                | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                   | NS*HST 18.10      | 129.27           |
| 16) Commercial<br>Accommodation<br>Westin Hotels And              | 08/11/2016                | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                   | NS*HST 15.57      | 111.25           |
| Resorts  2) Allowance: Meals, Incidentals & Private Accommodation | 08/11/2016                | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                   | NS#H 18.60        | 124.00           |
|   | 08/11/2016                | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                   | QC#G 2.35         | 14.65            |
| 9) Parking  | 08/11/2016                | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                   | NS*HST 2.54       | 18.16            |
| Parking at hotel (see hote  | el receipt)               |   |                   |                   |                  |
| Tax Coding Summary  | y                         |   | Total reimbursab  | ie expenses (CAD) | 454.49           |
|   | -                         |   |                   |                   | Total            |
| GST   |                           |   |                   |                   | Amount           |
| 10600 - 0070 - 0000 8   | 3050                      |   |                   |                   | 2.35<br>Total    |

HST

**Amount** 

10600 - 0070 - 0000 - - 8050 - -

54.81

#### **Financial Coding Summary**

 Financial Coding
 Total Excl. Tax
 Total Incl. Tax

 51496 - 282202 - 0070 - PBJ2 - 2001 - 937.95
 995.11

**Approval History** 

Date And Time Approver Approval Status Comment

15/11/2016 15:03:25 Myriam Montreuil Approved

**Signatures** 

Signature

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name Tiffany Anne Ouimet

**Submit Date** 15/11/2016

Submitted on behalf of the Traveller.

Delegate Name Amanda Herault

Submit Date 15/11/2016

Recommender Name Myriam Montreuil

Recommended Date 15/11/2016

Signature

Certified pursuant to section 34 of the Financial Administration Act.

| Approver Name  | Mario Raynoids |
|----------------|----------------|
| Approval Date  | NOV 3 0 2016   |
| Signature      |                |
| Processor Name |                |
| Processed Date |                |
|                |                |

Signature

4

### Travel Request

Travel Request Name: Halifax - November 2016

Traveller Name:

Tiffany Anne Ouimet

TIN:

Prepared By:

Amanda Herault

Policy Module:

M3D - Domestic - Overnight Stay

Trip Purpose:

Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

**Alternative To Travel:** 

Présence nécessaire

**Travel Start Date:** 

07/11/2016

Travel End Date:

08/11/2016

Approval Status:

Approved

**Primary Location:** 

Secondary Location:

Online TAN:

AMC487561

Fiscal Year:

2016-2017

**Travel Outside Default** 

Division:

Blanket Travel Authority No.

Applied:

**Vendor Code:** 

**Custom Field 1:** 

**Custom Field 2:** 

Custom Field 3:

Custom Field 4:

Custom Field 5:

Event:

Comments:

Halifax - November 2016

**Travel Request Summary** 

**Expense Summary** 

Total non-reimbursable expenses:

0.00

Total reimbursable expenses:

569.20

569.20

**Advance Summary** 

Travel advance:

0.00

#### Reimbursable Expenses

| Expense Type  |                                     |                             | Amount |
|---|-------------------------------------|-----------------------------|--------|
| 12) Vehicle Rental  | 51496 - 282202 - 0070 - PBJ2 - 2001 |                             | 200.00 |
| Hertz Corporation   |                                     |                             |        |
| 16) Commercial Accommodation                              | 51496 - 282202 - 0070 - PBJ2 - 2001 |                             | 175.00 |
| Westin Hotels And Resorts                                 |                                     |                             |        |
| Allowance: Meals, Incidentals &     Private Accommodation | 51496 - 282202 - 0070 - PBJ2 - 2001 |                             | 194.20 |
|   |                                     | Total reimbursable expenses | 569.20 |

#### **Financial Coding Summary**

| Financial Coding                    | Total<br>Excl. Tax | Totai<br>Incl. Tax |
|-------------------------------------|--------------------|--------------------|
| 51496 - 282202 - 0070 - PBJ2 - 2001 | 569.20             | 569.20             |

#### **Approval History**

| Date And Time       | Approver       | Approval Status | Comment |
|---------------------|----------------|-----------------|---------|
| 15/11/2016 14:13:18 | Marlo Raynolds | Approved        |         |

#### **Itinerary Details**

PNR:

Trip Status:

Quoted

Traveller Type:

Minister's Exempt Staff

Primary Trip Purpose:

Key Stakeholder Engagement -

Meetings

Total Itinerary Cost (CAD) 0.00

#### **Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** 

Tiffany Anne Ouimet

**Submit Date** 

15/11/2016

Signature

Submitted on behalf of the Traveller.

**Delegate Name** 

Amanda Herault

**Submit Date** 

15/11/2016

Signature

Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** 

Marlo Raynolds

**Approval Date** 

15/11/2016

Signature

### Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

200 SACR-COEUR 21ME ETAGE MINIS SUITE

GATINEAU, QC K1A 0H3 CANADA

Passenger(s) OUIMET/TIFFANY MS

Invoice No: 482988

Invoice Date: 4 Nov 2016

Client No: Agent: PNR:

| FLI         | GHT INF           | ORMATION                             |                        |                           |                 |               |                              |                 |
|-------------|-------------------|--------------------------------------|------------------------|---------------------------|-----------------|---------------|------------------------------|-----------------|
| <b>A/</b> L | FLIGHT            | DEPART DATE/TIME                     | ARRIVAL D              | ATE/TIME                  | ITINERA         | RY            |                              |                 |
| PD<br>PD    | 00401<br>00440    | 07Nov16 08:25 am<br>08Nov16 06:35 pm | 07Nov16 1<br>08Nov16 0 |                           |                 |               | HALIFAX INTL<br>TREAL DORVAL |                 |
| REF         | ERENCE            | : / SALE DESCRIPTION                 |                        |                           | BASE<br>FARE    | GST/<br>HST   | OTHER<br>TAXES               | TOTAL           |
|             | RTER AIR<br>CANAD | RLINES<br>A, IATA 0065775490         |                        |                           | 297.00<br>79.90 | 22.36<br>4.00 | 137.36<br>0.00               | 456.72<br>83.90 |
|             |                   |                                      |                        | Total Fares:              |                 |               |                              | 376.90          |
|             |                   |                                      |                        | Total Taxes:              | •               |               |                              | 100.24          |
|             |                   |                                      |                        | Total GST/F               | IST:            |               |                              | 26,36           |
|             |                   |                                      |                        | Total QST:                |                 |               |                              | 37.12           |
|             |                   |                                      |                        | Invoice Tot<br>Payment(s) |                 |               |                              | 540.62          |
|             |                   |                                      | 04 Nov 16              | Credit Card               |                 |               |                              | 456.72          |
|             |                   |                                      | 04 Nov 16              | Credit Card               |                 |               |                              | 83.90           |
|             |                   |                                      | _                      | <b>Total Paym</b>         | ents:           |               |                              | 540.62          |
|             |                   |                                      | •                      | Balance Du                | ie (CAD):       |               |                              | 0.00            |

+++ AIR TICEKT PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++

#### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.





Westin Nova Scotian 1181 Hollis Street Halifax, NS B3H 2P6

Canada

Tel: 902 421-1000 Fax: 907

165

HOTELS & RESORTS

Charges (CAD) Credits (CAD)

Tiffany Ouimet

Page Number Guest Number

Invoice Nbr

: 367737

Folio ID Arrive Date

07-NOV-16

22:07

08-NOV-16

09:45

No. Of Guest Room Number

906

Club Account

Depart Date

Tax Invoice

Tax ID: #8999949331 Westin Nova Scotian NOV

5 09:50 DRANDLE Reference ាងប្រា Date 07-NOV-16 RT906 adian Gov't Rate 07-NOV-16 RT906 4 Levy 2.0% 07-NOV-16 RT906 「Tax - Room 15% 07-NOV-16 RT906 est Self Parking 07-NOV-16 RT906 F Tax 15% Parking

08-NOV-16 VI \*\*\*For Author: ... Purpose Only\*\*\*

> Date Cort 07-NOV-16

Authorized

147,15

\*\* Total \*\*\* Balance 147.52 -0.00

109.00 2.06

15.76

18.00

2.70

-147.52

-147.52

As a Starwood Preferred Gu

Du could have earned 257 Charpoints for this visit. Please provide your member number or enroll today.

Cor rued on the next page



### **Estimate of Charges**

(2) 1.35

10 11 000 ×

#### **HERTZ CANADA LIMITED**

TIFFANY OUIMET

RENTAL: 11-07-16 1211 HALIFAX AIRPORT DUE: 11-08-16 1800 HALIFAX AIRPORT

0818011 0818011

| PAID BY: VISA                                  | AUTH: /                 |  |     |
|--|-------------------------|--|-----|
| CDP: XXXXXXXXXX                                | DL:                     |  |     |
| OWN/VEH: 08198/4461729                         | 16 COROLLA              | LELE LIC:  |     |
| VEH CLASS: C LOT/ROW/STALL:                    | RATE PLAN: FED          | RATE CLASS: C  | • • |
| KMS OUT: 13152                                 | FUEL: 8/8               | USTOMER JK CAPA 150.0  | •   |
| CHARGE DESCRIPTION                             | CHARGE ESTIMATE         |  |     |
| DAYS \$ 29.50/DAY @ 2 DAYS                     | (H) \$ 59.00            |  |     |
| UNLIMITED KMS SUBTOTAL                         | \$ 59.00                | and the state of t |     |
|  |                         |  |     |
| INSURANCE/OPTIONAL COVERAGE/WAIVER CHARGES     | المساسية كالمام وسي     |  |     |
| LDW \$ 9.95/DAY                                | (用) \$ _ 19.90 -        | rios   |     |
| FUEL CHARGES                                   |                         |  |     |
| FUEL PURCH OPT                                 | (H) \$ 46.50            |  |     |
| SERVICE CHARGES/TAXES                          | 21.67                   | HALIFAX APPLORN  |     |
| VLCR \$ .81/DAY                                | (H) inclination         | HAULTA FIEL ORT  | •   |
| ACSRG \$ 1.00/DAY                              | (H) incl                | The first of the f |     |
| CFR<br>HST 15.000%                             | (H) \$ [1] 12, 84       |  |     |
| ON EST TAX TTL \$138.24                        | (N) \$ 20 74            | XXX  |     |
| TOTAL ESTIMATED CHARGES                        | S 158798-,              | alle a lice fring  |     |
| 4 (1)  | SATE PLANT              | MATCHES C  | -   |
| 1 Wildin                                       | 5 <b>(2)</b> \$10       | E CONTRACTOR ON CONCRETE SEC.  |     |
|  | S. Carlos J. To PASAME. | The street of the state of the  |     |
|  | and the second          |  |     |
|  |                         |  |     |
|  | *                       |  |     |
|  | •                       |  |     |
|  |                         | 15 kg (25  |     |
| FEES FOR ANY ADDITIONAL AUTHORIZED OPERATORS N | NOT INCLUDED .***       |  |     |
|  | ,                       |  |     |
|  |                         | •  |     |

THIS IS ONLY AN ESTIMATE. It assumes that (1) you will rent and return the identified vehicle at the times and places indicated, (2) if a Kilometerage/Mileage charge applies, you will drive no more than the number of Kilometers indicated and (3) you will not incur any charges that either are listed above opposite '\*\*\*' or cannot be calculated until return. If any of these assumptions are incorrect, additional charges at higher rates may apply. is supplied the service of the servi

. (

PREPARED BY: M5568 11-07-16 1221 M5568 818011 ESTIMATE OF CHARGES

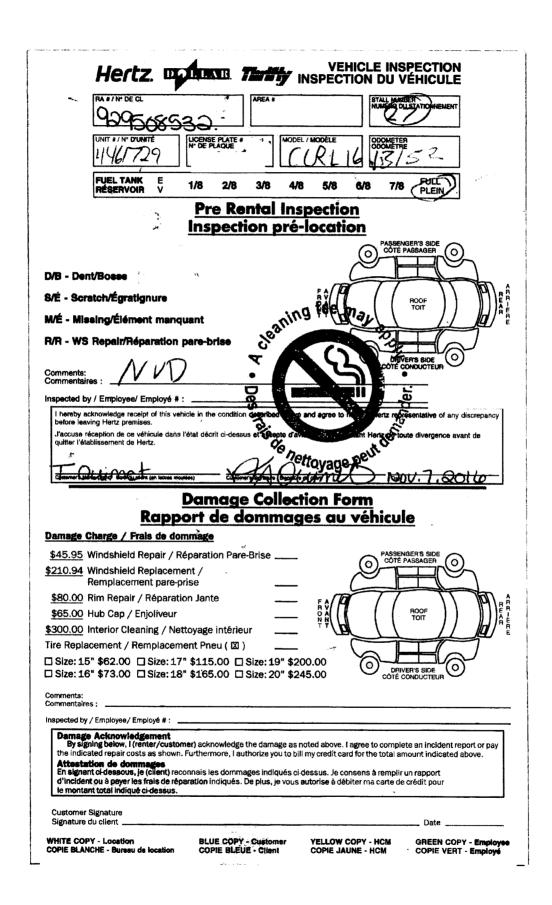
3.30

31-4-11-16

្ត្រ ប្រជាជន្លើក្រុម ក្រុម ប្រជាជន្លើក ប្រជាជន្លើក ប្រជាជនិត្ត ក្រុម ប្រជាជនិត្តិ ប្រជាជនិត្តិ ប្រជាជនិត្តិ ប្រជាជនិត្តិ ប្រជាជនិត្តិ ប្រជាជនិត្តិ ប្រជាជនិត្តិ ប្រជាជនិត្តិ L. Good Oak at

1964

He identified vericity at the town ive no more than the marker of ) listed above opposite "\*\*! or carval charges at higher rates may and



s.19(1)

Westin Nova Scotlan 1181 Hollis Street Halifax, NS B3H 2P6 Canada

Tel: 902 421-1000 Fax: 902 422-9465

WES IN

Tiffany Ouimet

Page Number Guest Number

Folio ID
Arrive Date
Depart Date
No. Of Guest

No. Of Guest Room Number Club Account 2

906

07-NOV-16

08-NOV-16

Jice Nbr

: 367737

**EXPENSE SUMMARY REPORT** 

Currency: CAD

| Date       | Room/Levy | Fd & Bev | /Gratuity | Taxes    | er     | Total  | , nt             |
|------------|-----------|----------|-----------|----------|--------|--------|------------------|
| 11-07-2016 | 2.06      | 0.00     | 0.00      | 18.46    | 127.00 | 147.52 | 0. <b>00</b>     |
| 11-08-2016 | 0.00      | 0.00     | 0.00      | 0.00     | 0.00   | 0.00   | - 147. <b>52</b> |
|            |           |          | ********* | ******** |        |        |                  |
| Total      | 2.06      | 0.00     | 0.00      | 18.46    | 127.00 | 147 52 | - 147 57         |

Signature\_\_\_\_\_

| Traveler Name:         | 1        | ifha         | 74       |             |  |
|------------------------|----------|--------------|----------|-------------|--|
| Location:              | 1        | ifba<br>Hali | Cay      |             |  |
| Dates of travel:       | 7        | 7-8 NOV. 14  |          |             |  |
| Meals and incidentals: | В        | L            | D        | Incidentals |  |
| Monday                 | 1        | V            | مسيد     |             |  |
| Tuesday                | /        | V            | مسمعيه   |             |  |
| Wednesday              |          |              |          |             |  |
| Thursday               |          |              |          |             |  |
| Friday                 |          |              | ļ        | <u> </u>    |  |
| Saturday               |          | <u> </u>     | <b> </b> |             |  |
| Sunday                 | <u> </u> | <u></u>      | <u></u>  | <u> </u>    |  |
| Hotel receipt(s)       | V        |              |          |             |  |
| Taxi receipts          |          | garantis .   |          |             |  |
| Miscellaneous receipts |          | Vor          |          |             |  |
| Traveler signature     |          |              |          |             |  |

Please do not include meals that were provided during this trip.

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

#### HALIFAX AIRPORT

RENTAL RECORD: 929508532 CANADA, AS REPRESENTED BY

TIFFANY CUINET

COMPLETED BY:

RENTED: HALIFAX AIRPORT (902) 873-3700 11-07-16 1221 PHONE: RENTAL: RETURN: 11-08-16 1618

LICENSE

KILOM IN: 13301 OUT: 13152

KILOM DRIVEN: 149 PLAN IN/OUT:

FED /FED

CLS: C

INITIAL CHARGES

2 DAYS 29.50 (H) 59.00 SUBTOT 59.00

CHARGES ADDED DURING RENTAL (H) 19.90 FUEL & SVC \$0.244/KM 3.690/LITRE 149 KM DRIVEN X \$0.24(H)
9.86 LITRES USED 36.41

SERVICE CHARGES/TAXES CFR 16.280% (H) 12.84 HST 15.000% ON 128.15 (N) 19.22 TOTAL AMOUNT DUE 147.37 CHARGED ON: VISA 147.37 CREDIT CARD #:

FOR EXPLANATION OF THE ABOVE CHARGES, PLEASE ASK A REPRESENTATIVE OR GO TO WWW.HERTZ.CA/CHARGEEXPLAINED

HST REGISTRANT NUMBER R102337847 N=No Tax, H=HST

\* A MESSAGE FROM HERTZ \* CHECK OUT OUR GREAT RATES ON HERTZ, COMI Enjoy great deals and fast reservations no meet all your needs... work or pleasure! Visit www.Hertz.com! \* WE LOOK FORWARD TO YOUR NEXT VISIT! \*

Please Share Your Feedback

by taking a brief survey:

#### hertzsurvey.ca

or 1-800-408-4116 Enter access code: 08180

Customer Service: 1-800-654-4173 Thank you for renting from

Hertz

### Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To accompany the Minister and to meet with stakeholders in Halifax - November 2016

| Nom du | voyageur: |
|--------|-----------|
|--------|-----------|

Tiffany Anne Ouimet

NIV:

Préparé par:

Amanda Herault

**Module Politique:** 

M3D : Domestique - avec nuitée

Motif du voyage:

Engagement principal des parties -

Réunions

Autre objet du voyage:

Nom de la demande de

Halifax - November 2016

voyage:

Date de début du

déplacement:

07/11/2016

Date de fin du

08/11/2016

Autorisation requise

déplacement:

État d'autorisation du

rapport de dépenses:

**Emplacement principal:** 

**Emplacement** secondaire:

NAV en ligne:

AMC487561

**Fiscal Year:** 

2016-2017

**Travel Outside Default** 

Division:

Code fournisseur:

Événement:

Commentaires:

#### Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées :

995.11

(Moins) Total des dépenses non remboursables :

540.62

Total des dépenses remboursables :

454.49

Montant total dû voyageur:

454.49

Dépenses non remboursables

|                   |            | Montant                                    |         |
|-------------------|------------|--|---------|
|                   |            | en<br>devise Montant de la                 |         |
| Type de dépenses  | Date       | étrangère taxe                             | Montant |
| Type de depenses  | Date       | en angere taxe                             | Montant |
| 5) Commercial Air | 04/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001        | 540.62  |
| Manual Prepaid    |            |  |         |
|                   |            |  | 540.62  |
| Porter Airlines   |            |  |         |
|                   |            |  |         |
|                   |            |  |         |
|                   |            | Total des dépenses non remboursables (CAD) | 540.62  |

#### Dépenses remboursables

| Type de dépenses  | Date        |   | Montant<br>en<br>devise<br>étrangère | Montan      | it de la<br>taxe | Montant |
|---|-------------|---|--------------------------------------|-------------|------------------|---------|
| 12) Vehicle Rental Hertz Corporation                            | 08/11/2016  | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                                      | NS*TVH      | 18.10            | 129.27  |
| 16) Commercial<br>Accommodation<br>Westin Hotels And<br>Resorts | 08/11/2016  | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                                      | NS*TVH      | 15.57            | 111.25  |
| 2) Allowance: Meals,<br>Incidentals & Private<br>Accommodation  | 08/11/2016  | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                                      | NS#T        | 18.60            | 124.00  |
|   | 08/11/2016  | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                                      | QC#T        | 2.35             | 14.65   |
| 9) Parking  | 08/11/2016  | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                                      | NS*TVH      | 2.54             | 18.16   |
| Parking at hotel (see hote                                      | el receipt) | Tot   | al des dépenses re                   | mboursables | s (CAD)          | 454.49  |

#### Récapitulatif codes de taxes

TPS Montant total

10600 - 0070 - 0000 - - 8050 - -

2.35

54.81

Montant **TVH** total 10600 - 0070 - 0000 - - 8050 - -

Résumé des codes financiers

**Total HT Total Codes financiers TTC Taxe** Taxe 51496 - 282202 - 0070 - PBJ2 - 2001 - -937.95 995.11

#### Historique d'autorisation

Date et heure **Approbateur** État d'autorisation Commentaire

#### **Signatures**

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entrainées par des voyages pour affaires officielles.

Nom du voyageur

Tiffany Anne Ouimet

Date de soumission

15/11/2016

Signature

Soumis au nom du voyageur.

Nom du délégué

Amanda Herault

Date de soumission

15/11/2016

Signature

| Nom de l'émetteur de la<br>recommandation          | Myriam Montreuil                                    |
|--|---|
| Date recommandée                                   |   |
| Signature  |   |
| Certifié conforme à l'article                      | 34 de la Loi sur la gestion des finances publiques. |
| Nom de l´approbateur                               | Mario Raynolds                                      |
| Date d´autorisation                                |   |
| Signature  |   |
| Nom de la personne<br>responsable du<br>traitement |   |
| Date de traitement                                 |   |

Signature

### **Expense Report Statement**

| Expense Report Name | : To accompany t | the Minister in | Calgary - I | November 2016 |
|---------------------|------------------|-----------------|-------------|---------------|
|---------------------|------------------|-----------------|-------------|---------------|

Traveller Name:

Mario Raynoids

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M3D - Domestic - Overnight Stay

Trip Purpose:

Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

**Travel Request Name:** 

Calgary - November 2016

**Travel Start Date:** 

01/11/2016

Travel End Date:

02/11/2016

**ER Approval Status:** 

Approval Required

**Primary Location:** 

**Secondary Location:** 

Online TAN:

AMC432446

Fiscal Year:

2016-2017

Travel Outside Default

N

Division:

Vendor Code:

Event:

Comments:

#### **Expense Report Summary**

**Expense Summary** 

Total allocated expenses :

1,569.74

(Minus) Total non-reimbursable expenses:

1,340.55

Total reimbursable expenses:

229.19

Total due traveller :

229.19

Non-Reimbursable Expenses

**Expense Type** 

Date

Foreign

**Amount** 

**Tax Amount** 

**Amount** 

| Expense Type      | Date       |                                       |            | Foreign<br>Amount | Tax Amount     | Amount   |
|-------------------|------------|---------------------------------------|------------|-------------------|----------------|----------|
| 5) Commercial Air | 01/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001 - |            |                   |                | 1,340.55 |
| Manual Prepaid    |            |                                       |            |                   |                | 1,340.55 |
| WestJet           |            |                                       |            |                   |                |          |
|                   |            |                                       |            |                   |                |          |
|                   |            |                                       | Total non- | reimbursable e    | expenses (CAD) | 1,340.55 |

#### Reimbursable Expenses

| Expense Type  | Date       |   | Foreign<br>Amount | Tax Amount         | Amount |
|---|------------|---|-------------------|--------------------|--------|
| 16) Commercial<br>Accommodation                             | 02/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                   | CA*G 8.16          | 204.03 |
| Delta Hotels And<br>Resorts                                 |            |   |                   |                    |        |
| Allowance: Meals,<br>Incidentals & Private<br>Accommodation | 02/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                   | CA#G 0.81          | 16.19  |
|   |            |   | Total reimbursal  | ble expenses (CAD) | 229.19 |

#### **Tax Coding Summary**

| GST                      | Total<br>Amount |
|--------------------------|-----------------|
| 10600 - 0070 - 0000 8050 | 8.97            |

#### **Financial Coding Summary**

| Financial Coding                    | Total<br>Excl. Tax | Total<br>Incl. Tax |
|-------------------------------------|--------------------|--------------------|
| 51496 - 282202 - 0070 - PBJ2 - 2001 | 1,560.77           | 1,569.74           |

#### **Approval History**

| Date And Time       | Approver         | Approval Status | Comment |  |
|---------------------|------------------|-----------------|---------|--|
| 10/11/2016 14:31:38 | Myriam Montreuil | Approved        |         |  |

### Signatures

| Traveller Name                | Mario Raynoids                            |
|-------------------------------|---|
| Submit Date                   | 08/11/2016                                |
| Signature                     |   |
| Submitted on behalf of the    | Traveller.                                |
| Delegate Name                 | Amanda Herault                            |
| Submit Date                   | 08/11/2016                                |
| Signature                     | Le Jeef.                                  |
| Recommender Name              | Myriam Montreuil                          |
| Recommended Date              | 10/11/2016                                |
| Signature                     |   |
| Certified pursuant to section | n 34 of the Financial Administration Act. |
| Approver Name                 | Catherine McKenna                         |
| Approval Date                 | <u>Curr</u> DEC - 2 2016                  |
| Signature                     |   |

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

| Processor Name |  |
|----------------|--|
|                |  |
| Processed Date |  |
|                |  |
|                |  |
|                |  |
| Signature      |  |

### Travel Request

Travel Request Name: Calgary - November 2016

Traveller Name:

Mario Raynoids

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M3D - Domestic - Overnight Stay

Trip Purpose:

Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

**Alternative To Travel:** 

Personal attendance required

**Travel Start Date:** 

01/11/2016

Travel End Date:

02/11/2016

Approval Status:

Approved

**Primary Location:** 

**Secondary Location:** 

Online TAN:

AMC432446

Fiscal Year:

2016-2017

**Travel Outside Default** 

٨

Division:

Blanket Travel Authority No

Applied:

Vendor Code:

**Custom Field 1:** 

**Custom Field 2:** 

**Custom Field 3:** 

**Custom Field 4:** 

**Custom Field 5:** 

Event:

Comments:

Calgary - November 2016

**Travel Request Summary** 

Total non-reimbursable expenses: 0.00

Total reimbursable expenses: 364.40

364.40

**Advance Summary** 

Travel advance: 0.00

#### Reimbursable Expenses

| Expense Type  |                                     | Amount |
|---|-------------------------------------|--------|
| 16) Commercial Accommodation                              | 51496 - 282202 - 0070 - PBJ2 - 2001 | 250.00 |
| Delta Hotels And Resorts                                  |                                     |        |
| Allowance: Meals, Incidentals &     Private Accommodation | 51496 - 282202 - 0070 - PBJ2 - 2001 | 114.40 |

Total reimbursable expenses 364.40

#### **Financial Coding Summary**

| Financial Coding                    | Total<br>Excl. Tax | Total<br>Incl. Tax |
|-------------------------------------|--------------------|--------------------|
| 51496 - 282202 - 0070 - PBJ2 - 2001 | 364.40             | 364.40             |

#### **Approval History**

| Date And Time       | Approver          | Approval Status | Comment |
|---------------------|-------------------|-----------------|---------|
| 08/11/2016 11:08:17 | Catherine McKenna | Approved        |         |

#### **Itinerary Details**

PNR:

Trip Status: Quoted

Traveller Type:

Minister's Exempt Staff

**Primary Trip Purpose:** 

Key Stakeholder Engagement -

Meetings

Total Itinerary Cost (CAD) 0.00

#### **Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** 

Marlo Raynolds

**Submit Date** 

08/11/2016

Signature

Submitted on behalf of the Traveller.

**Delegate Name** 

Amanda Herault

**Submit Date** 

08/11/2016

Signature

Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** 

Catherine McKenna

**Approval Date** 

08/11/2016

Signature

## Magorda evave e manyaciemient

# Invoice

HON: CATHERINE MCKENNA

MIN, OF ENVIRONMENT & CLIMATE CHANGE 200 SAGR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

CANADA

Passenger(s) RAYNOLDS/MARLO

MR

Invoice No: 482501 Invoice Date: 1 Nov 2016

Client No: Agent:

PNR:

| FLI              | GHT INF | ORMATION             |           |                          |              |             |   |  |
|------------------|---------|----------------------|-----------|--------------------------|--------------|-------------|---|--|
| A/L              |         | DEPART DATE/TIME     | ARRIVAL D |                          | ITINERA      |             | rome the destruction of the contraction | alter i a real action outside a services |
| ws               | 00613   | 01Nov16 07:15 pm     | 01Nov16 0 | 01Nov16 09:49 pm         |              | NTL - CAL   | SARY INTL                               |  |
| REF              | ERENCE  | E / SALE DESCRIPTION |           |                          | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES                          | TOTAL                                    |
| WEST JET 2120552 |         | 120552281            |           |                          | 638.00       | 89.85       | 53.12                                   | 780.97                                   |
|                  |         |                      |           | Total Fares:             |              |             |   | 638.00                                   |
|                  |         |                      |           | <b>Total Taxes</b>       | :            |             |   | 53.12                                    |
|                  |         |                      |           | Total GST/H              | HST:         |             |   | 89.85                                    |
|                  |         |                      |           | Invoice Tot<br>Payment(s |              |             |   | 780.97                                   |
|                  |         |                      | 01 Nov 16 | Credit Card              |              |             |   | 780.97                                   |
|                  |         |                      |           | <b>Total Paym</b>        | ents:        |             |   | 780.97                                   |
|                  |         |                      |           | Balance Du               | le (CAD):    |             |   | 0.00                                     |

+++ AIR TICKET ( ECONOMY CLASS FARE) +++ +++ SERVICE FEE ON INVOICE 481738 +++ RLOC:

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.





# Invoice

HON, CATHERINE MCKENNA

MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE-

GATINEAU, QC K1A 0H3

GANADA

Passenger(s) RAYNOLDS/MARLO

MR

Invoice No: 481739 Invoice Date: 26 Oct 2016

Client No: Agent: PNR:

| FLI  | GHT INF | ORMATION           |           |   |                 |               |                                     |  |
|--|---------|--------------------|-----------|---|-----------------|---------------|-------------------------------------|--|
| A/L  | FLIGHT  | DEPART DATE/TIME   |           | DATE/TIME                                   | ITINERA         |               | eraninoseitain paidages (1914 1919) | emorana dipensir ti emorania traditione e su |
| AC   | 00124   | 02Nov16 07:10 pm   | 03Nov16 ( | 01:03 am                                    | CALGA           | RY INTL - OT  | TAWA INTL                           |  |
| REF  | ERENCE  | / SALE DESCRIPTION |           |   | BASE<br>FARE    | GST/<br>HST   | OTHER<br>TAXES                      | TOTAL  |
| AIR CANADA 2169031094<br>BSP CANADA, IATA 0065756670 |         |                    |           |   | 416.00<br>39.90 | 22.66<br>2.00 | 37.12<br>0.00                       | 475.78<br>41.90                              |
|  |         |                    |           | Total Fares:<br>Total Taxes:<br>Total GST/F |                 |               |                                     | 455.90<br>37.12<br>24.66                     |
|  |         |                    |           | Invoice Tot<br>Payment(s)                   | •               |               | **                                  | 517.68                                       |
|  |         |                    | 26 Oct 16 | Credit Card                                 | (               |               |                                     | 475.78                                       |
|  |         |                    | 26 Oct 16 | Credit Card                                 | •               |               |                                     | 41.90  |
|  |         |                    |           | <b>Total Paym</b>                           | ents:           |               |                                     | 517.68                                       |
|  |         |                    |           | Balance Du                                  | ie (CAD):       |               |                                     | 0.00   |

+++ AIR TICKET PLUS SERVICE FEE ( FLEX ECONOMY CLASS FARE) +++

NAME: RAYNOLDS/MARLO MR TKT: 014 21 69031094 6

... REF: RDUFQR

CP CR FLT CL DATE BRD OFF TIME ST FARE BASIS BGA CPST 1. AC 124 W 02NOV16 YYC YOW 1910 OK W5WLTPC 1PC USED

NVB:1/02NOV16 2/ 3/ 4/ NVA:1/02NOV16 2/ 3/ 4/

FR: CAD 416.00 TX: CA 7.12 TX: XG 22.66

TX: SQ 30.00

EQ:

TL: CAD 475.78

**FARE CALCULATION** 

02NOV16YYC AC YOW Q23,00R393.00CAD416.00 END ROE1.00

FOP: AGT6750298/001/MITC#00 APC: 124149

FOP:

END: AC ONLY/NON-REF/CHGE FEE

-BG:AC

62990476/26OCT16/YWGAWAC / WW

WINNIPEG /CANADA





# Invoice

HON. CATHERINE MCKENNA

Passenger(s) RAYNOLDS/MARLO.

MIN. OF ENVIRONMENT & CLIMATE CHANGE

200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

CANADA

Invoice No: 481738 Invoice Date: 26 Oct 2016

Client No: Agent:

PNR:

| A/L  | FLIGHT | DEPART DATE/TIME   | ARRIVAL D   | DATE/TIME                                   | ITINERA       | RY            |                 |                          |
|--|--------|--------------------|-------------|---|---------------|---------------|-----------------|--------------------------|
| AC   | 00465  | 01Nov16 07:00 pm   | 01Nov16 0   | •   |               |               | ONTO PEARSO     |                          |
| AC   | 00145  | 01Nov16 08:55 pm   | 01Nov16 1   | 1:14 pm                                     | TORON         | TO PEARSON    | I - CALGARY II  | NTL                      |
| REF  | ERENCE | / SALE DESCRIPTION |             |   | BASE<br>FARE  | GST/<br>HST   | OTHER<br>TAXES  | TOTAL                    |
| AIR CANADA 2169030944<br>BSP CANADA, IATA 0065756669 |        |                    |             | 416.00<br>39.90                             | 58.52<br>2.00 | 34.12<br>0.00 | 508.64<br>41.90 |                          |
|  |        | •                  |             | Total Fares:<br>Total Taxes:<br>Total GST/H |               |               |                 | 455.90<br>34.12<br>60.52 |
|  |        |                    |             | Invoice Total                               |               |               |                 | 550.54                   |
|  |        |                    | 26 Oct 16   | Credit Card                                 |               |               |                 | 508.64                   |
|  |        | 26 Oct 16          | Credit Card |   |               |               | 41.90           |                          |
|  |        | •                  |             | Total Paym                                  |               |               |                 | 550.54                   |
|  |        |                    |             | Balance Du                                  | e (CAD):      |               |                 | 0.00                     |

+++ TRIP CANCELLED / CREDIT OF 508.64 CREATED FOR FUTURE USE ( EXP 26OCT17) +++ SERVICE FEE USED TOWARDS TRAVEL ON INVOICE 482501 +++

NAME: RAYNOLDS/MARLO MR TKT: 014 21 69030944 3

FF: **REF: RDN7PA** 

CP CR FLT CL DATE BRD OFF TIME ST FARE BASIS BGA CPST

1. X AC 465 W 01NOV16 YOW YYZ 1900 OK W5WLTPC 1PC AVBL

2. AC 145 W 01NOV16 YYZ YYC 2055 OK W5WLTPC 1PC AVBL

NVB:1/01NOV16 2/01NOV16 3/4/

NVA:1/01NOV16 2/01NOV16 3/ 4/

FR: CAD 416.00 TX: CA 7.12 TX: RC 58.52

TX: SQ 27.00

EQ:

TL: CAD 508.64

**FARE CALCULATION** 

01NOV16YOW AC X/YTO AC YYC Q23.00R393.00CAD416.00 END ROE1.00

FOP: AGT6750298/001/MITC#00 APC: 123905

FOP:

END: AC ONLY/NON-REF/CHGE FEE

-BG:AC

62990476/26OCT16/YWGAWAC / WW

WINNIPEG /CANADA





# Invoice

HON: CATHERINE MCKENNA MIN: OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR: 21ME ETAGE: MINISTER SUITE GATINEAU; QC K1A:0H3

CANADA

Passenger(s) RAYNOLDS/MARLO

MR

Invoice No: 481739 Invoice Date: 26 Oct 2016

Client No: Agent: PNR:

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

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Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.







# CALGARY AIRPORT 2001 Airport Road NE, Calgary, Alberta T2E 6Z8 Tel: 403-291-2600 Fax: 403-250-8722

Marlo Raynolds Canada Room:

643

Folio:

35

Cashier: Arrival:

11-01-16

Departure:

11-02-16

| Date     | Description                     | Additional Information | Charges | Credits |  |  |  |
|----------|---------------------------------|------------------------|---------|---------|--|--|--|
| 11-01-16 | Room Charge                     |                        | 189.00  |         |  |  |  |
| 11-01-16 | Rooms Destination Marketing Fee |                        | 5.67    |         |  |  |  |
| 11-01-16 | Rooms Tourism Levy              |                        | 7.79    |         |  |  |  |
| 11-01-16 | Rooms GST                       |                        | 9.73    |         |  |  |  |
| 11-01-16 | Visa                            |                        |         | 212.19  |  |  |  |
| GST Sum  | nmary                           | Total                  | 212.19  | 212.19  |  |  |  |
|          | on No:807209770 RT0001<br>9.73  | Balance Due            | 0.00 CD | N       |  |  |  |
| F&B      | 0.00                            | <u> </u>               |         |         |  |  |  |
| Other    | 5.67                            |                        |         |         |  |  |  |
| Total    | 15.40                           |                        |         |         |  |  |  |

Guest Signature:

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association falls to pay for any part of or the full amount of these charges.

Thank you for choosing Delta Hotels by Marriott™.

DeltaHotels.com

f DeltaHotels

DeltaHotels

■ DeltaHotelsLTD



## Macordativavelement

# Invoice

HON: CATHERINE MCKENNA MIN: OF ENVIRONMENT & CLIMATE CHANGE 200 SACR COEUR: 21ME ETAGE MINISTER

SUITEM THE STATE OF STATEMENT O

CANADA ....

Passenger(s) RAYNOLDS/MARLO

MR

Invoice No: 481738 Invoice Date: 26 Oct 2016

Client No: Agent: PNR:

#### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination. etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.





| Traveler Name:         | 1  | Yax  | Co | :           |
|------------------------|----|------|----|-------------|
| Location:              |    | alc  | lo | 1           |
| Dates of travel:       | 1- |      |    | nber        |
| Meals and incidentals: | В  | L    | D  | Incidentals |
| Monday                 |    |      |    |             |
| Tuesday                |    |      |    |             |
| Wednesday              | ~  |      |    |             |
| Thursday               |    |      |    |             |
| Friday                 |    |      |    |             |
| Saturday               |    |      |    |             |
| Sunday                 |    |      |    |             |
| Hotel receipt(s)       |    | سررا |    |             |
| Taxi receipts          |    |      |    |             |
| Miscellaneous receipts |    |      |    |             |
| Traveler signature     |    |      |    |             |

Please do not include meals that were provided during this trip:-- -

# Relevé - Rapport sur les dépenses

|  | Nom du rappor | t de dépenses: | To accompany | the Minister in | Calgary - | November 2016 |
|--|---------------|----------------|--------------|-----------------|-----------|---------------|
|--|---------------|----------------|--------------|-----------------|-----------|---------------|

Nom du voyageur:

Marlo Raynolds

NIV:

Préparé par:

Amanda Herault

**Module Politique:** 

M3D : Domestique - avec nuitée

Motif du voyage:

Engagement principal des parties -

Réunions

Autre objet du voyage:

Nom de la demande de

Calgary - November 2016

voyage:

Date de début du

01/11/2016

déplacement:

Date de fin du déplacement:

02/11/2016

État d'autorisation du rapport de dépenses:

Autorisation requise

Emplacement principal:

Emplacement secondaire:

NAV en ligne:

AMC432446

Fiscal Year:

2016-2017

**Travel Outside Default** 

Division:

Code fournisseur:

Événement:

Commentaires:

#### Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées : 1,569.74

(Moins) Total des dépenses non remboursables : 1,340.55

Total des dépenses remboursables : 229.19

Montant total dû voyageur : 229.19

Dépenses non remboursables

|   |            |   | Montant<br>en       |                       |                  |
|---|------------|---|---------------------|-----------------------|------------------|
| Type de dépenses                            | Date       |   | devise<br>étrangère | Montant de la<br>taxe | Montant          |
| 5) Commercial Air                           | 01/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001                             |                     |                       | 1,340.55         |
| Manual Prepaid                              |            |   |                     |                       | 1,340.55         |
| WestJet                                     |            |   |                     |                       |                  |
|   |            | Total des dé  | penses non rei      | mboursables (CAD)     | 1,340.55         |
| Dépenses rembours                           | ables      |   |                     |                       |                  |
|   |            |   | Montant<br>en       |                       |                  |
|   |            |   | devise              | Montant de la         |                  |
| Type de dépenses                            | Date       |   | étrangère           | taxe                  | Montant          |
| 16) Commercial Accommodation                | 02/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                     | CA*T 8.16             | 204.03           |
| Delta Hotels And<br>Resorts                 |            |   |                     |                       | 212.19           |
| Allowance: Meals,     Incidentals & Private | 02/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                     | CA#T 0.81             | 16.19            |
| Accommodation                               |            |   |                     |                       | 17.00            |
|   |            | Total de  | s dépenses rei      | mboursables (CAD)     | 229.19           |
| Récapitulatif codes                         | de taxes   |   |                     |                       |                  |
| TPS   |            |   |                     |                       | Montant<br>total |
| 10600 - 0070 - 0000                         | 8050       |   |                     |                       | 8.97             |
| Résumé des codes t                          | financiers |   |                     |                       |                  |

**Codes financiers** 

51496 - 282202 - 0070 - PBJ2 - 2001 - -

Total HT

1,560.77

Taxe

Total

**TTC Taxe** 

1,569.74

## Historique d'autorisation

| Date et heure                             | Approbateur                           | Etat d´autorisation                  | Commentaire                     |
|---|---------------------------------------|--------------------------------------|---------------------------------|
| Signatures                                |                                       |                                      |                                 |
| Je certifie que les montants officielles. | s faisant l'objet de cette réclamatio | n constituent des dépenses entrainée | s par des voyages pour affaires |
| Nom du voyageur                           | Marlo Raynolds                        |                                      |                                 |
| Date de soumission                        | 08/11/2016                            |                                      |                                 |
| Signature                                 |                                       |                                      |                                 |
| Soumis au nom du voyage                   | ur.                                   |                                      |                                 |
| Nom du délégué                            | Amanda Herault                        |                                      |                                 |
| Date de soumission                        | 08/11/2016                            |                                      |                                 |
| Signature                                 |                                       |                                      |                                 |
| Nom de l'émetteur de la recommandation    | Myriam Montreuil                      |                                      |                                 |
| Date recommandée                          |                                       |                                      |                                 |
| Signature                                 |                                       |                                      |                                 |
| Certifié conforme à l'article             | e 34 de la Loi sur la gestion des fir | ances publiques.                     |                                 |
| Nom de l'approbateur                      | Catherine McKenna                     |                                      |                                 |
| Date d´autorisation                       |                                       |                                      |                                 |
| Signature                                 |                                       |                                      |                                 |

| Nom de la personne<br>responsable du<br>traitement |  |
|--|--|
| Date de traitement                                 |  |
| Signature  |  |

# **Expense Report Statement**

Traveller Name:

Marlo Raynolds

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M2 - Outside Headquarters - No

Overnight

Trip Purpose:

Core Mandate - Other

Other Trip Purpose:

Announcement

Travel Request Name:

Halifax - 21 November 2016

**Travel Start Date:** 

21/11/2016

Travel End Date:

21/11/2016

**ER Approval Status:** 

Approval Required

**Primary Location:** 

**Secondary Location:** 

Online TAN:

AMC419630

Fiscal Year:

2016-2017

**Travel Outside Default** 

Ν

Division:

**Vendor Code:** 

Event:

Comments:

#### **Expense Report Summary**

**Expense Summary** 

Total allocated expenses :

1,544.99

(Minus) Total non-reimbursable expenses :

1,487.74

Total reimbursable expenses :

57.25

Total due traveller:

57.25

Non-Reimbursable Expenses

Expense Type

Date

Foreign

**Amount** 

Tax Amount

Amount

| Expense Type      | Date       |                                     | Foreign<br>Amount  | Tax Amount     | Amount   |
|-------------------|------------|-------------------------------------|--------------------|----------------|----------|
| 5) Commercial Air | 20/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001 |                    |                | 1,487.74 |
| Manual Prepaid    |            |                                     |                    |                | 1,487.74 |
| Air Canada        |            |                                     |                    |                |          |
|                   |            |                                     |                    |                |          |
|                   |            | Total                               | non-reimbursable e | expenses (CAD) | 1,487.74 |

#### Reimbursable Expenses

| Expense Type   | Date       |   | Foreign<br>Amount | Tax A        | mount | Amount |
|--|------------|---|-------------------|--------------|-------|--------|
| 11) Taxi   | 21/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                   | ON*HST       | 4.29  | 35.71  |
| From office to airport  2) Allowance: Meals, Incidentals & Private Accommodation | 21/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                   | NS#H         | 2.25  | 15.00  |
|  |            |   | Total reimbursal  | ole expenses | (CAD) | 57.25  |

#### **Tax Coding Summary**

|                          | Total  |
|--------------------------|--------|
| HST                      | Amount |
| 10600 - 0070 - 0000 8050 | 6.54   |

#### **Financial Coding Summary**

| Financial Coding                    | Total<br>Excl. Tax | Total<br>Incl. Tax |
|-------------------------------------|--------------------|--------------------|
| 51496 - 282202 - 0070 - PBJ2 - 2001 | 1,538.45           | 1,544.99           |

#### **Approval History**

| Date And Time       | Approver         | Approval Status | Comment |
|---------------------|------------------|-----------------|---------|
| 28/11/2016 13:33:14 | Myriam Montreuil | Approved        |         |

#### Signatures

| I certify that the amounts included in this Expense I | Report were incurred on authorized | government business travel. |
|---|------------------------------------|-----------------------------|
|---|------------------------------------|-----------------------------|

**Traveller Name** 

Mario Raynoids

**Submit Date** 

28/11/2016

Signature

Submitted on behalf of the Traveller.

**Delegate Name** 

Amanda Herault

**Submit Date** 

28/11/2016

Signature

Recommender Name

Myriam Montreuil

**Recommended Date** 

28/11/2016

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** 

Catherine McKenna

**Approval Date** 

DEC - 2 2016

Signature

| Processor Name  |  |
|-----------------|--|
| Processed Date  |  |
| 1 TOCESSEG Date |  |
|                 |  |
|                 |  |
|                 |  |
|                 |  |
| Signature       |  |
|                 |  |

# **Travel Request**

Travel Request Name: Halifax - 21 November 2016

Traveller Name:

Marlo Raynolds

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M2 - Outside Headquarters - No

Overnigh

Trip Purpose:

Core Mandate - Other

Other Trip Purpose:

**Announcement** 

**Alternative To Travel:** 

Personal attendance required

**Travel Start Date:** 

21/11/2016

Travel End Date:

21/11/2016

**Approval Status:** 

Approved

**Primary Location:** 

Secondary Location:

Online TAN:

AMC419630

Fiscal Year:

2016-2017

**Travel Outside Default** 

Division:

Blanket Travel Authority No

Applied:

**Vendor Code:** 

Custom Field 1:

Custom Field 2:

Custom Field 3:

**Custom Field 4:** 

**Custom Field 5:** 

Event:

Comments:

Halifax - 21 November 2016

**Travel Request Summary** 

**Expense Summary** 

Total non-reimbursable expenses: 0.00

Total reimbursable expenses: 67.25

67.25

**Advance Summary** 

Travel advance: 0.00

#### Reimbursable Expenses

| Expense Type  |                                     | •                           | Amount |
|---|-------------------------------------|-----------------------------|--------|
| 11) Taxí  | 51496 - 282202 - 0070 - PBJ2 - 2001 |                             | 50.00  |
| Allowance: Meals, Incidentals &     Private Accommodation | 51496 - 282202 - 0070 - PBJ2 - 2001 |                             | 17.25  |
|   |                                     | Total reimbursable expenses | 67.25  |

#### **Financial Coding Summary**

| Financial Coding                    | Total<br>Excl. Tax | Total<br>Incl. Tax |
|-------------------------------------|--------------------|--------------------|
| 51496 - 282202 - 0070 - PBJ2 - 2001 | 67.25              | 67.25              |

#### **Approval History**

| Date And Time       | Approver          | Approval Status | Comment |
|---------------------|-------------------|-----------------|---------|
| 28/11/2016 10:37:39 | Catherine McKenna | Approved        |         |

#### **Itinerary Details**

PNR:

Trip Status: Quoted

Traveller Type: Minister's Exempt Staff

Primary Trip Purpose: Core Mandate - Other

#### Total Itinerary Cost (CAD) 0.00

#### **Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

Travelier Name

Marlo Raynolds

**Submit Date** 

28/11/2016

Signature

Submitted on behalf of the Traveller.

**Delegate Name** 

Amanda Herault

**Submit Date** 

28/11/2016

Signature

Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** 

Catherine McKenna

Approval Date

28/11/2016

Signature

s.16(2)

## McCORD TRAVEL MANAGEMENT

s.19(1)

# Invoice

HON. CATHERINE MCKENNA

MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

**CANADA** 

Invoice No: 484902

Invoice Date: 20 Nov 2016

Client No: Agent:

PNR:

Passenger(s) RAYNOLDS/MARLC

A/L FLIGHT DEPART DATE/TIME

MR

**FLIGHT INFORMATION** 

**ARRIVAL DATE/TIME** 

ITINFRARY

AC 08632 21Nov16 10:30 am 21Nov16 01:25 pm OTTAWA INTL - HALIFAX INTL

| 01.20 pm                      | 01171117   | *****   | 7011116   |   |
|-------------------------------|--|---|---|---|
|                               |  | GST/<br>HST   | OTHER<br>TAXES  | TOTAL   |
| 5                             | 85.00  | 79.97   | 30.12   | 695.09  |
|                               | 39.50  | 1.98  | 0.00  | 41.48   |
| Total Fares:                  |  |   |   | 624.50  |
| Total Taxes:                  |  |   |   | 30.12   |
| Total GST/HST                 | <b>`</b> :   |   |   | 81.95   |
| invoice Total:<br>Payment(s): |  |   |   | 736.57  |
| 16 Credit Card                |  |   |   | 695.09  |
| 16 Credit Card                |  |   |   | 41.48   |
| Total Payment                 | s:   |   |   | 736.57  |
| Balance Due (                 | CAD):  |   |   | 0.00  |
|                               | Total Fares: Total Taxes: Total GST/HST Invoice Total: Payment(s): 16 Credit Card 16 Credit Card Total Payment | BASE FARE 585.00 39.50 Total Fares: Total Taxes: Total GST/HST: Invoice Total: Payment(s): 16 Credit Card | BASE GST/HST  585.00 79.97  39.50 1.98  Total Fares: Total Taxes: Total GST/HST: Invoice Total: Payment(s): 16 Credit Card 16 Credit Card Total Payments: | BASE GST/ DTHER TAXES  585.00 79.97 30.12  39.50 1.98 0.00  Total Fares: Total Taxes: Total GST/HST: Invoice Total: Payment(s): 16 Credit Card 16 Credit Card Total Payments: |

+++ AIR TICKET PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++

TKT: 014 9566 374432 NAME: RAYNOLDS/MARLO/ **VIR** 

CC:

ISSUED: 20NOV16 FOP: 140949 PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982 USE CRIFLT CLS DATE BRDOFF TIME STIF/B FARE CPN USED AC 8632 Y 21NOV YOWYHZ 1030A OK YOLTB

FARE: CAD 585.00 TAX: 7.12 CA TAX: 79.97 RC

TAX: 23.00 SQ TOTAL: CAD 695.09

AC ONLY

21NOV YOW AC YHZ Q15.00Q3.00 567.00CAD585.00END **RLOC 1V** 

)>





#### McCORD TRAVEL MANAGEMENT

# **Invoice**

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE GATINEAU, QC K1A 0H3 CANADA

Passenger(s) RAYNOLDS/MARLO MR

Invoice No: 484902 Invoice Date: 20 Nov 2016

Client No: Agent: PNR:

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.





## McCORD TRAVEL MANAGEMENT

# Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

200 SACR-COEUR 21ME ETAGE MINISTE SUITE

GATINEAU, QC K1A 0H3 CANADA

Passenger(s) RAYNOLDS/MARLO

MR

Invoice No: 484973

Invoice Date: 21 Nov 2016

Client No: Agent: PNR:

| FLIGHT INFORMATION | NC |
|--------------------|----|
|--------------------|----|

| A/L | FLIGHT | DEPART DATE/TIME                   | ARRIVAL D | ATE/TIME                                     | ITINERA         | RY            |                |                          |
|-----|--------|------------------------------------|-----------|--|-----------------|---------------|----------------|--------------------------|
| AC  | 08637  | 21Nov16 05:10 pm                   | 21Nov16 0 | 6:15 pm                                      | HALIFA          | (INTL - OTTA  | WA INTL        |                          |
| REF | ERENCE | / SALE DESCRIPTION                 |           |  | BASE<br>FARE    | GST/<br>HST   | OTHER<br>TAXES | TOTAL                    |
|     |        | A 2170043421<br>A, IATA 0065799567 |           |  | 585.00<br>39.50 | 92.57<br>1.98 | 32.12<br>0.00  | 709.69<br>41.48          |
|     |        |                                    |           | Total Fares:<br>Total Taxes:<br>Total GST/HS | ST:             |               |                | 624.50<br>32.12<br>94.55 |
|     |        |                                    |           | Invoice Total Payment(s):                    | l:              |               |                | 751.17                   |
|     |        |                                    | 21 Nov 16 | Credit Card                                  |                 |               |                | 709.69                   |
|     |        |                                    | 21 Nov 16 | Credit Card                                  |                 |               |                | 41.48                    |
|     |        |                                    |           | <b>Total Payme</b>                           | nts:            |               |                | 751.17                   |
|     |        |                                    |           | <b>Balance Due</b>                           | (CAD):          |               |                | 0.00                     |

+++ AIR TICKET PLUS SERVICE FEE ( LATITUDE ECONOMY CLASS FARE) +++

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.





|                        | 140 | 10          |    |      |
|------------------------|-----|-------------|----|------|
| Traveler Name:         | 18  | ~~          |    |      |
| Location:              | 162 | ulo<br>lifu | 1  |      |
| Dates of travels:      | No  | v.21        | !  |      |
| Meals and Incidentals: | В   | L           | D  | Inc. |
| Monday                 |     | X           |    |      |
| Tuesday                |     |             |    |      |
| Wednesday              |     |             |    |      |
| Thursday               |     |             |    |      |
| Friday                 |     |             |    |      |
| Saturday               |     |             | I  |      |
| Sunday                 |     |             |    |      |
| Hotel receipt(s)       |     |             |    |      |
| Taxi receipts          | 40  | <b>4</b> .  |    |      |
| Miscellanious receipts |     | 71          | a_ |      |
| Traveler Signature     |     | W           |    |      |

Please do not include meals that were provided during this trip

| BLUELINE                      | Job# RECEIPT FOR CAB FARE |
|-------------------------------|---------------------------|
| Amount # 400                  | Date NO 21-16             |
| From                          | A                         |
| То                            | Hyen                      |
| Cab No                        | Oriver                    |
| H S T. Included in meter fare | VIST                      |

#### Transaction

<

| out of Pocl   | ket Expen   | ses: Detai  | ls   |  | View Linked Transactions<br>Out of Pocket Expenses: Copy |                                 |  |               |
|---|---|---|--|--|--|---------------------------------|--|---------------|
| ut of Pocket Ex<br>mount:<br>eals and incide        | \$0 00  |   |  |  |  |                                 | , i                                      | ,,,           |
| Expenses  | Coding  | Appro   | ival Si  | ummary   |  |                                 |  |               |
| 2) Allowand   | e: Meals, inc   | cidentals & P   | rivate Accor   | nmodation  |  |                                 |  |               |
| Use this to est<br>allowances for<br>this expense t | timate costs on<br>r up to 10 uniqu<br>ype after you ha | travel requests,<br>e destinations ir<br>ave saved this e | or to record the<br>n a single trip. If<br>entry. Use the 2a | nd nights with private accomme<br>actual out of pocket expens<br>your trip covers more than 1<br>a) Allowance: Meals, Incident<br>ards in a single location. | e amount on<br>0 unique des                              | expense repo<br>stinations, add | orts. One form cover<br>another instance | ers           |
| ☑ I am travell                                      | ling within Modu  | ale 1 or 2 and I a  | am requesting a  | n accommodation and/or inc   | dental allow   | ance.                           |  |               |
| Reason for rec                                      | ,   | ad to pay for<br>ench while in                            | •  |  |  |                                 |  |               |
| Enter the date                                      | range of travel   |   |  |  |  |                                 |  |               |
| Start Date  | E   | nd Date   |  |  |  |                                 |  |               |
| 21/11/2016  |   | 21/11/2016  |  |  |  |                                 |  |               |
| Select the me                                       | als/incidentals/a                                       | accommodation   | allowances you   | want to claim and click Calc   | ulate Allowa   | nces.                           |  |               |
| Date  | Country /   | Location  |  | Breakfast  | Lunch  | Dinner                          | Incidentals                              | Priva<br>Acco |
| 21/11/2016  | Canada -  | Nova Scotia   |  |  | $oldsymbol{oldsymbol{arneth}}$                           |                                 |  |               |
| Calculate A   | Mowances  |   |  |  |  |                                 |  |               |
| Summary   |   |   |  |  |  |                                 |  |               |
| Country   | Location  | Meals   | Incidentals  | Private Accommodation  |  |                                 |  |               |
| Canada  | Nova Scotia   | 17.25   | 0.00   | 0.00   |  |                                 |  |               |
|   |   |   |  |  |  | ( s                             | ave Cance                                | ı             |
|   |   |   |  |  |  |                                 | Oanoc                                    |               |
|   |   |   |  |  |  |                                 |  |               |
|   |   |   |  |  |  |                                 |  |               |
|   |   |   |  |  |  |                                 |  |               |

>

# Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To accompany the Minister in Halifax, NS - 21 November 2016

Nom du voyageur:

Marlo Raynolds

NIV:

Préparé par:

Amanda Herault

**Module Politique:** 

M2: Hors de la zone d'affectation -

sans nuitée

Motif du voyage:

Mandat principal - Autre

Autre objet du voyage:

**Announcement** 

Nom de la demande de

Halifax - 21 November 2016

voyage:

Date de début du

déplacement:

21/11/2016

Date de fin du

21/11/2016

déplacement:

État d'autorisation du

rapport de dépenses:

Autorisation requise

**Emplacement principal:** 

Emplacement secondaire:

NAV en ligne:

AMC419630

**Fiscal Year:** 

2016-2017

**Travel Outside Default** 

Division:

٨

Code fournisseur:

Événement:

Commentaires:

#### Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées :

1,544.99

(Moins) Total des dépenses non remboursables :

1,487.74

Total des dépenses remboursables :

57.25

Montant total dû voyageur :

57.25

Dépenses non remboursables

| Type de dépenses                                  | Date       | Montant<br>en<br>devise Montant de la<br>étrangère taxe | Montant  |
|---|------------|---|----------|
| 5) Commercial Air<br>Manual Prepaid<br>Air Canada | 20/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001                     | 1,487.74 |
|   |            | Total des dépenses non remboursables (CAD)              | 1,487.74 |

#### Dépenses remboursables

| Type de dépenses   | Date       |   | Montant<br>en<br>devise<br>étrangère | Montan      | t de la<br>taxe | Montant |
|--|------------|---|--------------------------------------|-------------|-----------------|---------|
| 11) Taxi   | 21/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                                      | ON*TVH      | 4.29            | 35.71   |
| From office to airport  2) Allowance: Meals, Incidentals & Private Accommodation | 21/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                                      | NS#T        | 2.25            | 15.00   |
|  |            | Total d   | les dépenses re                      | mboursables | (CAD)           | 57.25   |

# Récapitulatif codes de taxes

|                          | Montant |
|--------------------------|---------|
| TVH                      | total   |
| 10600 - 0070 - 0000 8050 | 6.54    |

#### Résumé des codes financiers

| Codes financiers                    | Total HT<br>Taxe | Total<br>TTC Taxe |
|-------------------------------------|------------------|-------------------|
| 51496 - 282202 - 0070 - PBJ2 - 2001 | 1,538.45         | 1,544.99          |

#### Historique d'autorisation

| Date et heure | Approbateur | État d´autorisation | Commentaire |  |
|---------------|-------------|---------------------|-------------|--|
|---------------|-------------|---------------------|-------------|--|

#### **Signatures**

| oπicielles.                            |   |
|--|---|
| Nom du voyageur                        | Marlo Raynolds                                      |
| Date de soumission                     | 28/11/2016  |
| Signature                              |   |
| Soumis au nom du voyageu               | ur.   |
| Nom du délégué                         | Amanda Herault                                      |
| Date de soumission                     | 28/11/2016  |
| Signature                              |   |
| Nom de l'émetteur de la recommandation | Myriam Montreuil                                    |
| Date recommandée                       |   |
| Signature                              |   |
| Certifié conforme à l'article          | 34 de la Loi sur la gestion des finances publiques. |
| Nom de l'approbateur                   | Catherine McKenna                                   |
| Date d'autorisation                    |   |
| Signature                              |   |

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entrainées par des voyages pour affaires

| Nom de la personne<br>responsable du<br>traitement |  |
|--|--|
| Date de traitement                                 |  |
| Signature  |  |

# **Expense Report Statement**

Expense Report Name: To accompany the Minister at the Toronto Board of Trade Speech in Toronto, Ontario - 25 November 2016

| Traveller | Name: |
|-----------|-------|
|-----------|-------|

Marlo Raynolds

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M2 - Outside Headquarters - No

Overnight

Trip Purpose:

Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

**Travel Request Name:** 

Toronto - 25 November 2016

**Travel Start Date:** 

25/11/2016

Travel End Date:

25/11/2016

**ER Approval Status:** 

Approval Required

**Primary Location:** 

**Secondary Location:** 

Online TAN:

AMC455500

Fiscal Year:

2016-2017

**Travel Outside Default** 

N

Division:

Vendor Code:

Event:

Comments:

#### **Expense Report Summary**

**Expense Summary** 

Total allocated expenses :

772.66

(Minus) Total non-reimbursable expenses :

757.66

Total reimbursable expenses :

15.00

Total due traveller :

15.00

Non-Reimbursable Expenses

Foreign

**Expense Type** 

Date

Amount

Tax Amount

Amount

| Expense Type      | Date       |                                     | Foreign<br>Amount     | Tax Amount     | Amount |
|-------------------|------------|-------------------------------------|-----------------------|----------------|--------|
| 5) Commercial Air | 23/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001 |                       |                | 757.66 |
| Manual Prepaid    |            |                                     |                       |                | 757.66 |
| Porter Airlines   |            |                                     |                       |                |        |
|                   |            | Т                                   | otal non-reimbursable | expenses (CAD) | 757.66 |

#### Reimbursable Expenses

| Expense Type            | Date        |   | Foreign<br>Amount | Tax Amount         | Amount |
|-------------------------|-------------|---|-------------------|--------------------|--------|
| 11) Taxi                | 25/11/2016  | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                   | ON*HST 1.61        | 13.39  |
| From airport to meeting | ng location |   |                   |                    |        |
|                         |             |   | Total reimbursal  | ble expenses (CAD) | 15.00  |

#### **Tax Coding Summary**

|                          | Total  |  |  |
|--------------------------|--------|--|--|
| HST                      | Amount |  |  |
| 10600 - 0070 - 0000 8050 | 1.61   |  |  |

## **Financial Coding Summary**

|                                     | Total     |           |
|-------------------------------------|-----------|-----------|
| Financial Coding                    | Excl. Tax | Incl. Tax |
| 51496 - 282202 - 0070 - PBJ2 - 2001 | 771.05    | 772.66    |

#### **Approval History**

| Date And Time       | Approver         | Approval Status | Comment |
|---------------------|------------------|-----------------|---------|
| 29/11/2016 10:01:49 | Myriam Montreuil | Approved        |         |

#### **Signatures**

| Submit Date                   | 29/11/2016                                 |
|-------------------------------|--|
| Signature                     | Gul  |
| Submitted on behalf of the    | Traveller.                                 |
| Delegate Name                 | Amanda Herault                             |
| Submit Date                   | 29/11/2016                                 |
| Signature                     | mer færef                                  |
| Recommender Name              | Myriam Montreuil                           |
| Recommended Date              | 29/11/2016                                 |
| Signature                     |  |
| Certified pursuant to section | on 34 of the Financial Administration Act. |
| Approver Name                 | Catherine McKenna                          |
| Approval Date                 | DEC - 2 2016                               |
| Signature                     | Cmf  |
|                               |  |

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Marlo Raynolds

**Traveller Name** 

| Processor Name |  |
|----------------|--|
| Processed Date |  |
| Signature      |  |

# Travel Request

Travel Request Name: Toronto - 25 November 2016

Traveller Name:

Mario Raynoids

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M2 - Outside Headquarters - No

Overnight

Trip Purpose:

Key Stakeholder Engagement -Meetings

Other Trip Purpose: Alternative To Travel:

Personal attendance required

**Travel Start Date:** 

25/11/2016

Travel End Date:

25/11/2016

**Approval Status:** 

Approved

**Primary Location:** 

**Secondary Location:** 

Online TAN:

AMC455500

Fiscal Year:

2016-2017

**Travel Outside Default** 

Division:

Blanket Travel Authority No

Applied:

Vendor Code:

**Custom Field 1:** 

Custom Field 2:

**Custom Field 3:** 

Custom Field 4:

**Custom Field 5:** 

Event:

Comments:

Toronto - 25 November 2016

**Travel Request Summary** 

**Expense Summary** 

Total non-reimbursable expenses:

0.00

Total reimbursable expenses:

20.00

20.00

**Advance Summary** 

Travel advance:

0.00

Reimbursable Expenses

Expense Type Amount

11) Taxi 51496 - 282202 - 0070 - PBJ2 - 2001 - - 20.00

Total reimbursable expenses 20.00

**Financial Coding Summary** 

Total Total Financial Coding Excl. Tax Incl. Tax

51496 - 282202 - 0070 - PBJ2 - 2001 - - 20.00 20.00

**Approval History** 

Date And Time Approver Approval Status Comment

| Iti | In | er | ar | У | D | e | tai | ils |
|-----|----|----|----|---|---|---|-----|-----|
|-----|----|----|----|---|---|---|-----|-----|

PNR:

Trip Status:

Quoted

**Traveller Type:** 

Minister's Exempt Staff

Primary Trip Purpose:

Key Stakeholder Engagement -

Meetings

Total Itinerary Cost (CAD) 0.00

#### **Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

Traveller Name

Marlo Raynolds

Submit Date

29/11/2016

Signature

Submitted on behalf of the Traveller.

**Delegate Name** 

Amanda Herault

**Submit Date** 

29/11/2016

Signature

Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** 

Catherine McKenna

**Approval Date** 

29/11/2016

Signature

s.16(2) s.19(1)

## McCORD TRAVEL MANAGEMENT

# **Invoice**

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE

GATINEAU, QC K1A 0H3

CANADA

Passenger(s) RAYNOLDS/MARLO

ELICUT INFORMATION

MR

Invoice No: 485298 Invoice Date: 23 Nov 2016

Client No: Agent: PNR:

| FLI | GHINE  | CRMATION             |                   |         |            |              |           |
|-----|--------|----------------------|-------------------|---------|------------|--------------|-----------|
| A/L | FLIGHT | DEPART DATE/TIME     | ARRIVAL DATE/TIME | ITINERA | RY         |              |           |
| PD  | 00214  | 25Nov16 09:30 am     | 25Nov16 10:30 am  | OTTAWA  | INTL - TOR | ONTO BILLY B | SHOP ARPT |
| PD  | 00241  | 25Nov16 05:00 pm     | 25Nov16 05:56 pm  |         |            | HOP ARPT - O |           |
|     |        |                      |                   | BASE    | GST/       | OTHER        |           |
|     | EDENO  | E / CAL E DECODITION |                   | BASE    | GST/       | OTHER        |           |

| REFERENCE / SALE DESCRIPTION | BASE<br>FARE               | GST/<br>HST | OTHER<br>TAXES | TOTAL  |
|------------------------------|----------------------------|-------------|----------------|--------|
| PORTER AIRLINES              | 511.00                     | 77.52       | 85.24          | 673.76 |
| BSP CANADA, IATA 0065810606  | 79.90                      | 4.00        | 0.00           | 83.90  |
|                              | Total Fares:               |             |                | 590.90 |
|                              | Total Taxes:               |             |                | 85.24  |
|                              | Total GST/HST:             |             |                | 81.52  |
|                              | Invoice Total: Payment(s): |             |                | 757.66 |
| 23 (                         | Nov 16 Credit Card         |             |                | 673.76 |
| 23 1                         | Nov 16 Credit Card         |             |                | 83.90  |
|                              | Total Payments:            |             |                | 757.66 |
|                              | Balance Due (CAD):         |             |                | 0.00   |

+++ AIR TICKET PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.





s.19(1)

RECEIPT

Cab No. H.S.T.

From B. My Boly Dright

To BI BAY ST

Amount #15.00

Signatur

# Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To accompany the Minister at the Toronto Board of Trade Speech in Toronto, Ontario - 25 November 2016

| Nom du | voyageur |
|--------|----------|
|--------|----------|

Mario Raynolds

NIV:

Préparé par:

Amanda Herault

**Module Politique:** 

M2: Hors de la zone d'affectation -

sans nuitée

Motif du voyage:

Engagement principal des parties -

Réunions

Autre objet du voyage:

Nom de la demande de

Toronto - 25 November 2016

voyage:

Date de début du

25/11/2016

déplacement:

Date de fin du

25/11/2016

déplacement:

État d'autorisation du rapport de dépenses:

Autorisation requise

Emplacement principal:

Emplacement secondaire:

NAV en ligne:

AMC455500

Fiscal Year:

2016-2017

**Travel Outside Default** 

Division:

Code fournisseur:

Événement:

Commentaires:

### Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées :

772.66

(Moins) Total des dépenses non remboursables :

757.66 **15.00** 

Montant total dû voyageur :

Total des dépenses remboursables :

15.00

Dépenses non remboursables

|                   |            | Montant                                    |         |
|-------------------|------------|--|---------|
|                   |            | en   |         |
|                   |            | devise Montant de la                       |         |
| Type de dépenses  | Date       | étrangère taxe                             | Montant |
| 5) Commercial Air | 23/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001        | 757.66  |
| Manual Prepaid    |            |  | 757.66  |
| Porter Airlines   |            |  |         |
|                   |            |  |         |
|                   |            | Total des dépenses non remboursables (CAD) | 757.66  |
| Dépenses rembours | ables      |  |         |

| Type de dépenses        | Date       |   | Montant<br>en<br>devise<br>étrangère | Montant       | de la<br>taxe | Montant |
|-------------------------|------------|---|--------------------------------------|---------------|---------------|---------|
| 11) Taxi                | 25/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                                      | ON*TVH        | 1.61          | 13.39   |
| From airport to meeting | location   |   |                                      |               |               |         |
|                         |            | Total d   | es dépenses re                       | mboursables ( | CAD)          | 15.00   |

### Récapitulatif codes de taxes

|                          | Montant |
|--------------------------|---------|
| TVH                      | total   |
| 10600 - 0070 - 0000 8050 | 1.61    |

### Résumé des codes financiers

|                                     | Total HT | Total    |
|-------------------------------------|----------|----------|
| Codes financiers                    | Тахе     | TTC Taxe |
| 51496 - 282202 - 0070 - PBJ2 - 2001 | 771.05   | 772.66   |

### Historique d'autorisation

| Date et heure | Approbateur | Etat d'autorisation | Commentaire |
|---------------|-------------|---------------------|-------------|
|---------------|-------------|---------------------|-------------|

## **Signatures**

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entrainées par des voyages pour affaires officielles. Nom du voyageur Mario Raynolds Date de soumission 29/11/2016 Signature Soumis au nom du voyageur. Nom du délégué Amanda Herault Date de soumission 29/11/2016 Signature Nom de l'émetteur de la Myriam Montreuil recommandation Date recommandée Signature Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques. Nom de l'approbateur Catherine McKenna

3

Date d'autorisation

Signature

| Nom de la personne<br>responsable du<br>traitement |  |
|--|--|
| Date de traitement                                 |  |
| Signature  |  |

# **Expense Report Statement**

| Expense Report Name | : To accompany | the Minister in | Calgary - I | November 20 | )16 |
|---------------------|----------------|-----------------|-------------|-------------|-----|
|---------------------|----------------|-----------------|-------------|-------------|-----|

Traveller Name:

Caitlin Workman

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M3D - Domestic - Overnight Stay

Trip Purpose:

Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

Travel Request Name:

Calgary - November 2016

**Travel Start Date:** 

01/11/2016

Travel End Date:

02/11/2016

ER Approval Status:

Approval Required

**Primary Location:** 

**Secondary Location:** 

Online TAN:

AMC402620

Fiscal Year:

2016-2017

**Travel Outside Default** 

N

Division:

**Vendor Code:** 

Event:

Comments:

### **Expense Report Summary**

**Expense Summary** 

Total allocated expenses :

1,509.94

(Minus) Total non-reimbursable expenses :

1,280.75

Total reimbursable expenses :

229.19

Total due traveller :

229.19

Non-Reimbursable Expenses

Expense Type

Date

Foreign

Amount

Tax Amount

Amount

| Expense Type      | Date       |                                     | Foreign<br>Amount      | Tax Amount     | Amount   |
|-------------------|------------|-------------------------------------|------------------------|----------------|----------|
| 5) Commercial Air | 01/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001 |                        |                | 1,280.75 |
| Manual Prepaid    |            |                                     |                        |                | 1,280.75 |
| WestJet           |            |                                     |                        |                |          |
|                   |            |                                     |                        |                |          |
|                   |            | To                                  | tal non-reimbursable e | expenses (CAD) | 1,280.75 |

### Reimbursable Expenses

| Expense Type  | Date       |   | Foreign<br>Amount | Tax Amo         | ount | Amount |
|---|------------|---|-------------------|-----------------|------|--------|
| 16) Commercial<br>Accommodation                             | 02/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                   | CA*G            | 8.16 | 204.03 |
| Delta Hotels And<br>Resorts                                 |            |   |                   |                 |      |        |
| Allowance: Meals,<br>Incidentals & Private<br>Accommodation | 02/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                   | CA#G            | 0.81 | 17.00  |
|   |            |   | Total reimbursal  | ble expenses (C | CAD) | 229.19 |

## **Tax Coding Summary**

| GST                      | Total<br>Amount |
|--------------------------|-----------------|
| 10600 - 0070 - 0000 8050 | 8.97            |

### **Financial Coding Summary**

| Financial Coding                    | Total<br>Excl. Tax | Total<br>Incl. Tax |
|-------------------------------------|--------------------|--------------------|
| 51496 - 282202 - 0070 - PBJ2 - 2001 | 1,500.97           | 1,509.94           |

### **Approval History**

| Date And Time       | Approver         | Approval Status | Comment |
|---------------------|------------------|-----------------|---------|
| 14/11/2016 09:12:19 | Myriam Montreuil | Approved        |         |

### Signatures

| I certify that the amounts included in this Expense Report were included | curred on authorized government business travel. |
|--|--|
|--|--|

Traveller Name

Caitlin Workman

**Submit Date** 

08/11/2016

Signature

Submitted on behalf of the Traveller.

Delegate Name

Amanda Herault

**Submit Date** 

08/11/2016

Signature

**Recommender Name** 

Myriam Montreuil

**Recommended Date** 

14/11/2016

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** 

Mario Raynolds

**Approval Date** 

NOV 3 0 2016

Signature

| Processor Name |  |
|----------------|--|
| Processed Date |  |
| Signature      |  |

# **Travel Request**

Travel Request Name: Calgary - November 2016

Traveller Name:

Caitlin Workman

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M3D - Domestic - Overnight Stay

Trip Purpose:

Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

Alternative To Travel:

Personal attendance required

Travel Start Date:

01/11/2016

Travel End Date:

02/11/2016

**Approval Status:** 

Approved

**Primary Location:** 

**Secondary Location:** 

Online TAN:

AMC402620

Fiscal Year:

2016-2017

**Travel Outside Default** 

Ν

Division:

Blanket Travel Authority No

Applied:

**Vendor Code:** 

Custom Field 1:

Custom Field 2:

**Custom Field 3:** 

Custom Field 4:

Custom Field 5:

Event:

Comments:

Calgary - November 2016

**Travel Request Summary** 

| Expense | Summary |
|---------|---------|
|---------|---------|

Total non-reimbursable expenses:

0.00

Total reimbursable expenses:

364.40

364.40

**Advance Summary** 

Travel advance:

0.00

### Reimbursable Expenses

| Expense Type  |                                     | Amount |
|---|-------------------------------------|--------|
| 16) Commercial Accommodation                          | 51496 - 282202 - 0070 - PBJ2 - 2001 | 250.00 |
| Delta Hotels And Resorts                              |                                     |        |
| Allowance: Meals, Incidentals & Private Accommodation | 51496 - 282202 - 0070 - PBJ2 - 2001 | 114.40 |

Total reimbursable expenses 364.40

### **Financial Coding Summary**

| Financial Coding Exc                | iotai<br>d. Tax | incl. Tax |
|-------------------------------------|-----------------|-----------|
| 51496 - 282202 - 0070 - PBJ2 - 2001 | 364.40          | 364.40    |

### **Approval History**

| Date And Time       | Approver       | Approval Status | Comment |
|---------------------|----------------|-----------------|---------|
| 08/11/2016 08:50:24 | Marlo Raynolds | Approved        |         |

### **Itinerary Details**

PNR:

Trip Status:

Quoted

Traveller Type:

Minister's Exempt Staff

Primary Trip Purpose:

Key Stakeholder Engagement -

Meetings

Total Itinerary Cost (CAD) 0.00

### **Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** 

Caitlin Workman

**Submit Date** 

08/11/2016

Signature

Submitted on behalf of the Traveller.

**Delegate Name** 

Amanda Herault

**Submit Date** 

08/11/2016

Signature

Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** 

Marlo Raynoids

**Approval Date** 

08/11/2016

Signature

### MCCORDITRAVEL MANAGEMENT

# Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE GATINEAU, QC K1A 0H3 CANADA

Invoice No: 482436 Invoice Date: 1 Nov 2016

Client No: Agent: PNR:

Passenger(s) WORKMAN/CAITLIN

М

| FLI  | GHT INF        | ORMATION             | energy and the second |                   |              |             |                |       |
|------|----------------|----------------------|-----------------------|-------------------|--------------|-------------|----------------|-------|
| A/L  | FLIGHT         | DEPART DATE/TIME     | ARRIVAL D             |                   | ITINERA      |             |                |       |
| ws   | 00613          | 01Nov16 07:15 pm     | 01Nov16 0             | 9:49 pm           | OTTAWA       | INTL - CAL  | SARY INTL      |       |
| REF  | ERENCE         | E / SALE DESCRIPTION |                       |                   | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL |
| Tick | et # 9566<br>M | 213393 for WORKMAN   | /CAITLIN              |                   | 15.00        | 8.45        | 0.00           | 23.45 |
|      |                |                      |                       | Total Fares:      |              |             |                | 15.00 |
|      |                |                      |                       | Total Taxes:      | :            |             |                | 0.00  |
|      |                |                      |                       | Total GST/F       | IST:         |             |                | 8.45  |
|      |                |                      |                       | Penalties:        |              |             |                | 50.00 |
|      |                |                      |                       | Invoice Tot       | al:          |             |                | 73.45 |
|      |                | •                    |                       | Payment(s)        | ):           |             |                |       |
|      |                |                      | 01 Nov 16             | Credit Card       | (            |             |                | 73.45 |
|      |                |                      |                       | <b>Total Paym</b> | ents:        |             |                | 73.45 |
|      |                |                      |                       | Balance Du        | ie (CAD):    |             |                | 0.00  |

+++ DATE CHANGE FROM INVOICE 482128 +++

+++ 53.50 CHANGE FEE PLUS 16.95 ADDITIONAL COLLECTION DUE TO FARE DIFFERENCE +++

TKT: 838 9566 213393 NAME: WORKMAN/CAITLIN MS

CC:

ISSUED: 01NOV16 FOP: ·101257/CC PSEUDO: 2GU4 PLATING CARRIER: WS ISO: CA IATA: 67502982 USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN USED WS 0613 B 01NOV YOWYYC 0715P OK BCL NVB01NOV NVA01NOV

FARE: CAD 498.00 TAX: 7.12 CA TAX: 71.65 RC TAX: 46.00 XT TOTAL: CAD 622.77

NONREF - FEE FOR CHG-CXL

1NOV YOW WS YYC 498.00CAD498.00END XT 23.00SQ 23.00

)> YQ A/C 73.45

EXCHANGED FOR: 8389566168720

ORIGINAL ISSUE: 8389566168720YOW28OCT1667502982

RLOC 1V WS TRKYFD





# McCORD TRAVEL MANAGEMENT

# Invoice

HON. CATHERINE MCKENNA

MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

CANADA

Passenger(s) WORKMAN/CAITLIN

Invoice No: 482436 Invoice Date: 1 Nov 2016

Client No: Agent:

PNR:

#### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

М

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.





# Mccordiravelmanagement

# Invoice

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HON, CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE

GATINEAU, QC K1A 0H3

CANADA Passenger(s) WORKMAN/CAITLIN

Invoice No: 482128 Invoice Date: 28 Oct 2016

Client No: Agent: PNR:

| FLI        | GHT INF        | ORMATION           |           |                          |              |                            |                        |        |
|------------|----------------|--------------------|-----------|--------------------------|--------------|----------------------------|------------------------|--------|
| <b>A/L</b> | FLIGHT         | DEPART DATE/TIME   | ARRIVAL D | ATE/TIME                 | ITINERA      | RY                         | tet i ja makadi tegati |        |
| ws         | 00611          | 02Nov16 06:00 am   | 02Nov16 0 | 02Nov16 08:38 am         |              | OTTAWA INTL - CALGARY INTL |                        |        |
| REF        | ERENCE         | / SALE DESCRIPTION |           |                          | BASE<br>FARE | GST/<br>HST                | OTHER<br>TAXES         | TOTAL  |
| Tick       | et # 9566<br>M | 168720 for WORKMAN | /CAITLIN  |                          | 483.00       | 69.70                      | 53.12                  | 605.82 |
| BSP        | CANAD          | A, IATA 0065775071 |           |                          | 39.90        | 2.00                       | 0.00                   | 41.90  |
|            |                |                    |           | Total Fares:             | :            |                            |                        | 522.90 |
|            |                |                    |           | <b>Total Taxes</b>       | :            |                            |                        | 53.12  |
|            |                |                    |           | Total GST/H              | HST:         |                            |                        | 71.70  |
| •          |                |                    |           | Invoice Tot<br>Payment(s |              |                            |                        | 647.72 |
|            |                |                    | 28 Oct 16 | Credit Card              | •            |                            |                        | 605.82 |
|            |                |                    | 28 Oct 16 | Credit Card              |              |                            |                        | 41.90  |
|            |                |                    |           | <b>Total Paym</b>        |              |                            |                        | 647.72 |
|            |                |                    |           | Balance Du               | Je (CAD):    |                            |                        | 0.00   |

+++ AIR TICKET PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++ +++ DATE CHANGE TRAVEL ON INVOICE 482436 +++

TKT: 838 9566 168720 NAME: WORKMAN/CAITLIN.

MS

CC: (

ISSUED: 28OCT16

FOP: 143221

PSEUDO: 2GU4 PLATING CARRIER: WS ISO: CA IATA: 67502982 USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN EXCH WS 0611 B 02NOV YOWYYC 0600A OK BCL NVB02NOV NVA02NOV

FARE: CAD 483.00 TAX: 7.12 CA TAX: 69.70 RC

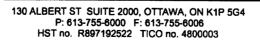
TAX: 46.00 XT TOTAL: CAD 605.82 NONREF - FEE FOR CHG-CXL

2NOV YOW WS YYC 483.00CAD483.00END XT 23.00SQ 23.00

)> YQ RLOC 1V

₩S TRKYFD







# McCORD TRAVEL MANAGEMENT

# Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

CANADA

Passenger(s) WORKMAN/CAITLIN

٠.

Invoice No: 482128 Invoice Date: 28 Oct 2016

Client No: Agent: PNR:

### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

M

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination. etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.





# MCCORDITRAVEL MANAGEMENT

# **Invoice**

HON. CATHERINE MCKENNA

MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

CANADA

Passenger(s) WORKMAN/CAITLIN.

Invoice No: 481741 Invoice Date: 26 Oct 2016

Client No: Agent: PNR:

| FLI  | GHT INF | ORMATION           |                  | iang a saka 1870 da k                       |                            |               |                |                          |
|--|---------|--------------------|------------------|---|----------------------------|---------------|----------------|--------------------------|
| A/L  | FLIGHT  |                    | ARRIVAL D        |   | ITINERA                    |               |                |                          |
| AC   | 00124   | 02Nov16 07:10 pm   | 03Nov16 01:03 am |   | CALGARY INTL - OTTAWA INTL |               |                |                          |
| REF  | ERENCE  | / SALE DESCRIPTION |                  |   | BASE<br>FARE               | GST/<br>HST   | OTHER<br>TAXES | TOTAL                    |
| AIR CANADA 2169031560<br>BSP CANADA, IATA 0065756672 |         |                    |                  |   | 416.00<br>39.90            | 22.66<br>2.00 | 37.12<br>0.00  | 475.78<br>41.90          |
|  |         |                    |                  | Total Fares:<br>Total Taxes:<br>Total GST/H | ST:                        |               |                | 455.90<br>37.12<br>24.66 |
|  |         |                    |                  | Invoice Total                               |                            |               |                | 517.68                   |
|  |         |                    | 26 Oct 16        | Credit Card                                 |                            |               |                | 475.78                   |
|  |         |                    | 26 Oct 16        | Credit Card                                 |                            |               |                | 41.90                    |
|  |         |                    |                  | Total Paymo                                 | ents:                      |               |                | 517.68                   |
|  |         |                    |                  | Balance Du                                  | e (CAD):                   |               |                | 0.00                     |

+++ AIR TICKET PLUS SERVICE FEE (FLEX ECONOMY CLASS FARE) +++

NAME: WORKMAN/CAITLIN MS TKT: 014 21 69031560 3

FF: 1 REF: REB42Z CP CR FLT CL DATE BRD OFF TIME ST FARE BASIS BGA CPST 1. AC 124 W 02NOV16 YYC YOW 1910 OK W5WLTPC 1PC USED

NVB:1/02NOV16 2/ 3/ 4/ NVA:1/02NOV16 2/ 3/ 4/

FR: CAD 416.00 TX: CA 7.12 TX: XG 22.66

TX: SQ 30.00

EQ:

TL: CAD 475.78 **FARE CALCULATION** 

02NOV16YYC AC YOW Q23.00R393.00CAD416.00 END ROE1.00

FOP: AGT6750298/001/MITC#00 APC: 124958

FOP:

END: AC ONLY/NON-REF/CHGE FEE

-BG:AC

62990476/26OCT16/YWGAWAC / WW

WINNIPEG /CANADA





# MCCORD TRAVEL MANAGEMENT

# Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE GATINEAU, QC K1A 0H3

CANADA

Passenger(s) WORKMAN/CAITLIN

Invoice No: 481741 Invoice Date: 26 Oct 2016

Client No: Agent: PNR:

### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

! M

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Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



### MGCORD TRAVEL MANAGEMENT

# Invoice

HON. CATHERINE MCKENNA

MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

CANADA

Passenger(s) WORKMAN/CAITLIN

М

Invoice No: 481740 Invoice Date: 26 Oct 2016

Client No: Agent: PNR:

| A/L  | FLIGHT |                      | ARRIVAL D |   | ITINERA       |               |                       |                          |  |
|--|--------|----------------------|-----------|---|---------------|---------------|-----------------------|--------------------------|--|
| AC   | 00465  | 01Nov16 07:00 pm     | 01Nov16 0 | •   | OTTAWA        | INTL - TOR    | ONTO PEARS            | ON                       |  |
| AC   | 00145  | 01Nov16 08:55 pm     | 01Nov16 1 | 1:14 pm                                     | TORON         | TO PEARSON    | EARSON - CALGARY INTL |                          |  |
| REF  | ERENCE | E / SALE DESCRIPTION |           |   | BASE<br>FARE  | GST/<br>HST   | OTHER<br>TAXES        | TOTAL                    |  |
| AIR CANADA 2169031422<br>BSP CANADA, IATA 0065756671 |        |                      |           | 416.00<br>39.90                             | 58.52<br>2.00 | 34.12<br>0.00 | 508.64<br>41.90       |                          |  |
|  |        |                      |           | Total Fares:<br>Total Taxes:<br>Total GST/H | ST:           |               |                       | 455.90<br>34.12<br>60.52 |  |
|  |        |                      |           | Invoice Total Payment(s)                    |               |               |                       | 550.54                   |  |
|  |        |                      | 26 Oct 16 | Credit Card                                 |               |               |                       | 508,64                   |  |
|  |        |                      | 26 Oct 16 | Credit Card                                 |               |               |                       | 41.90                    |  |
|  |        |                      |           | Total Payme                                 |               |               |                       | 550.54                   |  |
|  |        |                      |           | Balance Du                                  | e (CAD):      |               |                       | 0.00                     |  |

+++ TRIP CANCELLED / CREDIT OF 508.64 CREATED FOR FUTURE USE ( EXP 26OCT17) +++ SERVICE FEE APPLICABLE

NAME: WORKMAN/CAITLIN MS TKT: 014 21 69031422 5

REF: RD7IYZ

CP CR FLT CL DAI'E BRD OFF TIME ST FARE BASIS BGA CPST 1. X AC 465 W 01NOV16 YOW YYZ 1900 OK W5WLTPC 1PC AVBL 2. AC 145 W 01NOV16 YYZ YYC 2055 OK W5WLTPC 1PC AVBL

NVB:1/01NOV16 2/01NOV16 3/ 4/ NVA:1/01NOV16 2/01NOV16 3/ 4/

FR: CAD 416.00 TX: CA 7.12 TX: RC 58.52

TX: SQ 27.00

EQ:

TL: CAD 508.64 FARE CALCULATION

01NOV16YOW AC X/YTO AC YYC Q23.00R393.00CAD416.00 END ROE1.00

FOP: AGT6750298/001/MITC#00 APC: 124748

FOP:

END: AC ONLY/NON-REF/CHGE FEE

-BG:AC

62990476/26OCT16/YWGAWAC / WW

WINNIPEG /CANADA





### McCORD TRAVEL MANAGEMENT

# Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

GATINEAU, QC K1A 0H3

CANADA

Passenger(s) WORKMAN/CAITLIN

Invoice No: 481740

Invoice Date: 26 Oct 2016

Client No: Agent: PNR:

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

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### CALGARY AIRPORT 2001 Airport Road NE, Calgary, Alberta T2E 6Z8 Tel: 403-291-2600 Fax: 403-250-8722

Caitlin Workman Canada Room:

631

Folio:

35

Cashier: Arrival:

11-01-16

Departure:

11-02-16

| Date   | Description                     | Additional Information | Charges | Credits |
|--|---------------------------------|------------------------|---------|---------|
| 11-01-16   | Room Charge                     |                        | 189.00  |         |
| 11-01-16   | Rooms Destination Marketing Fee |                        | 5.67    |         |
| 11-01-16   | Rooms Tourism Levy              |                        | 7.79    |         |
| 11-01-16   | Rooms GST                       |                        | 9.73    |         |
| 11-01-16   | Visa                            |                        |         | 212.19  |
| GST Summary Registration No:807209770 RT0001 Room 9.73 |                                 | Total                  | 212.19  | 212.19  |
|  |                                 | Balance Due            | 0.00 CD | N       |
| F&B  | 0.00                            |                        |         |         |
| Other  | 5.67                            |                        |         |         |
| Total  | 15.40                           |                        |         |         |

| Guest Signature: |  |  |  |
|------------------|--|--|--|
|                  |  |  |  |

Thank you for choosing Delta Hotels by Marriott™.

DeltaHotels.com

f DeltaHotels

DeltaHotels

 ✓ DeltaHotelsLTD



| Traveler Name:         | (4)0 | 101  | IM P        | 10          |
|------------------------|------|------|-------------|-------------|
| Havelet Ivallie.       | 000  |      |             | , -         |
| Location:              | Co   | Jg.  | <i>ڪر ڏ</i> | <u> </u>    |
| Dates of travel:       | 1-2  | 2 10 | ovem        | ber         |
| Meals and incidentals: | В    | L    | D           | Incidentals |
| Monday                 |      |      |             |             |
| Tuesday                |      |      |             |             |
| Wednesday              | V    |      |             |             |
| Thursday               |      |      |             |             |
| Friday                 |      |      |             |             |
| Saturday               |      |      |             |             |
| Sunday                 |      |      |             |             |
| Hotel receipt(s)       | V    | ,    |             |             |
| Taxi receipts          |      |      |             |             |
| Miscellaneous receipts |      |      |             |             |
| Traveler signature     | C    |      | <u> </u>    |             |

Please do not include meals that were provided during this trip.

### Transaction

<

| Out of Pocl   | ket Expe   | enses: Det   | tails   |   |                              | Out                            | View Linked Trans<br>of Pocket Expense |                            |
|---|--|--|---|---|------------------------------|--------------------------------|--|----------------------------|
| out of Pocket Ex<br>mount:<br>leals and incide      | \$1  | /11/2016<br>7.00 CAD                                     |   |   |                              |                                |  |                            |
| Expenses  | Codi   | ng Ap  | proval  | Summary   |                              |                                |  |                            |
| 2) Allowand   | ce: Meals,   | Incidentals 8  | L Private Acc   | commodation   |                              |                                |  |                            |
| Use this to est<br>allowances for<br>this expense t | timate costs or<br>r up to 10 uni<br>ype after you | on travel reques<br>ique destination<br>I have saved thi | sts, or to record<br>s in a single trip<br>s entry. Use the | s and nights with private accon<br>the actual out of pocket exper<br>b. If your trip covers more than<br>e 2a) Allowance: Meals, Incide<br>nwards in a single location. | se amount or<br>10 unique de | expense rep<br>stinations, add | orts. One form covid another instance  | ers                        |
| Enter the date                                      | range of tra                                       | vel.   |   |   |                              |                                |  |                            |
| Start Date  |  | End Date   |   |   |                              |                                |  |                            |
| 01/11/2016  |  | 02/11/2016   |   |   |                              |                                |  |                            |
| Select the mea                                      | als/incidental                                     | s/accommodation  | on allowances   | you want to claim and click Cal   | culate Allowa                | nces.                          |  |                            |
| Date  | Country  | / / Location   |   | Breakfast   | Lunch                        | Dinner                         | Incidentals                            | Priva <sup>.</sup><br>Acco |
| 01/11/2016  | Canada   | a - Alberta  |   |   |                              |                                |  |                            |
| 02/11/2016  | Canada   | a - Alberta  |   | Ø   |                              |                                |  |                            |
| Calculate A   | Mowances   |  |   |   |                              |                                |  |                            |
| Summary   |  |  |   |   |                              |                                |  |                            |
| Country   | Location   | Meals  | Incidentals   | Private Accommodation   |                              |                                |  |                            |
| Canada  | Alberta  | 17.00  | 0.00  | 0.00  |                              |                                |  |                            |
|   |  |  |   |   | Dele                         | ete S                          | Save Cance                             | el                         |

https://sts-svp.spendvision.com/main/Transaction\_l.asp?transaction\_ref=C1120161108ye... 08/11/2016

# Relevé - Rapport sur les dépenses

| Nom du rapport de dé | penses: To accompany | y the Minister in Calgary | <ul> <li>November 2016</li> </ul> |
|----------------------|----------------------|---------------------------|-----------------------------------|
|                      |                      |                           |                                   |

Nom du voyageur:

Caitlin Workman

NIV:

Préparé par:

Amanda Herault

**Module Politique:** 

M3D : Domestique - avec nuitée

Motif du voyage:

Engagement principal des parties -

Réunions

Autre objet du voyage:

Nom de la demande de

Calgary - November 2016

voyage:

Date de début du

01/11/2016

déplacement:

Date de fin du

02/11/2016

déplacement:

État d'autorisation du rapport de dépenses:

Autorisation requise

Emplacement principal:

Emplacement secondaire:

NAV en ligne:

AMC402620

Fiscal Year:

2016-2017

**Travel Outside Default** 

Division:

Code fournisseur:

Événement:

Commentaires:

### Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées : 1,509.94

(Moins) Total des dépenses non remboursables : 1,280.75

Total des dépenses remboursables : 229.19

Montant total dû voyageur : 229.19

Dépenses non remboursables

|   |            | Monta   | ant<br>en              |                  |
|---|------------|---|------------------------|------------------|
| Type de dépenses                            | Date       | dev<br>étrang   |                        | Montant          |
| 5) Commercial Air                           | 01/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001                             |                        | 1,280.75         |
| Manual Prepaid                              |            |   |                        | 1,280.75         |
| WestJet                                     |            |   |                        |                  |
|   |            | Total des dépenses no   | on remboursables (CAD) | 1,280.75         |
| Dépenses rembours                           | ables      |   |                        |                  |
|   |            | Monta   | en                     |                  |
| Type de dépenses                            | Date       | dev<br>étrang   |                        | Montant          |
| 16) Commercial Accommodation                | 02/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 | CA*T 8.16              | 204.03           |
| Delta Hotels And                            |            | 10000 - 0070 - 0000 8030  | OA 1 0.10              | 212.19           |
| riosono                                     |            |   |                        |                  |
| Allowance: Meals,     Incidentals & Private | 02/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 | CA#T 0.81              | 16.19            |
| Accommodation                               |            | 10000 - 0070 - 0000 8030  | OA#1 0.01              | 17.00            |
|   |            | Total des dépense   | es remboursables (CAD) | 229.19           |
| Récapitulatif codes                         | de taxes   |   |                        |                  |
| TPS   |            |   |                        | Montant<br>total |
| 10600 - 0070 - 0000                         | 8050       |   |                        | 8.97             |
| Résumé des codes                            | financiers |   |                        |                  |
|   |            |   | Total HT               | Total            |
| Codes financiers                            |            |   | Taxe                   | TTC Taxe         |

51496 - 282202 - 0070 - PBJ2 - 2001 - -

1,500.97

1,509.94

### Historique d'autorisation

| Date et heure                             | Approbateur                            | État d'autorisation                   | Commentaire                     |
|---|--|---------------------------------------|---------------------------------|
| Signatures                                |  |                                       |                                 |
| Je certifie que les montants officielles. | s faisant l'objet de cette réclamation | n constituent des dépenses entrainées | s par des voyages pour affaires |
| Nom du voyageur                           | Caitlin Workman                        |                                       |                                 |
| Date de soumission                        | 08/11/2016                             |                                       |                                 |
| Signature                                 |  |                                       |                                 |
| Soumis au nom du voyage                   | ur.                                    |                                       |                                 |
| Nom du délégué                            | Amanda Herault                         |                                       |                                 |
| Date de soumission                        | 08/11/2016                             |                                       |                                 |
| Signature                                 |  |                                       |                                 |
| Nom de l'émetteur de la recommandation    | Myriam Montreuil                       |                                       |                                 |
| Date recommandée                          |  |                                       |                                 |
| Signature                                 |  |                                       |                                 |
| Certifié conforme à l'article             | e 34 de la Loi sur la gestion des fin  | ances publiques.                      |                                 |
| Nom de l'approbateur                      | Mario Raynolds                         |                                       |                                 |
| Date d´autorisation                       |  |                                       |                                 |
| Signature                                 |  |                                       |                                 |

| Nom de la personne<br>responsable du<br>traitement |  |
|--|--|
| Date de traitement                                 |  |
| Signature  |  |

# **Expense Report Statement**

Traveller Name:

Caitlin Workman

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M2 - Outside Headquarters - No

Overnight

Trip Purpose:

Core Mandate - Other

Other Trip Purpose:

Annoucement

Travel Request Name:

Halifax - 7 November 2016

**Travel Start Date:** 

07/11/2016

Travel End Date:

07/11/2016

**ER Approval Status:** 

Approval Required

**Primary Location:** 

Secondary Location:

Online TAN:

AMC450746

Fiscal Year:

2016-2017

**Travel Outside Default** 

Ν

Division:

Vendor Code:

Event:

Comments:

### **Expense Report Summary**

**Expense Summary** 

Total allocated expenses: 579.95

(Minus) Total non-reimbursable expenses: 483.56

Total reimbursable expenses: 96,39

Total due traveller : 96.39

Non-Reimbursable Expenses

Expense Type Date Foreign

Amount Tax Amount Amount Amount

| Expense Type  | Date       |   | Foreign<br>Amount   | Tax Amount         | Amount  |
|---|------------|---|---------------------|--------------------|---|
| 5) Commercial Air   | 04/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001                             |                     |                    | 483.56  |
| Manual Prepaid  |            |   |                     |                    | 483.56  |
| Porter Airlines   |            |   |                     |                    |   |
| Reimbursable Expe   | nses       | Т   | otal non-reimbursat | ole expenses (CAD) | 483.56  |
| Kelilibursable Expe   | 11363      |   |                     |                    |   |
| Expense Type  | Date       |   | Foreign<br>Amount   | Tax Amount         | Amount  |
| 11) Taxi  | 07/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 | -                   | ON*HST 3.60        | 29.99   |
| From home to airport  |            |   |                     |                    |   |
| Allowance: Meals,     Incidentals & Private     Accommodation | 07/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001                             | -                   | NS#H 5.94          | 39.61<br>———————————————————————————————————— |
|   | 07/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001 10600 - 0070 - 0000 8050    | -                   | ON#H 1.98          | 15.27   |
|   |            |   | Total reimbursat    | ole expenses (CAD) | 96.39   |

### **Tax Coding Summary**

| нѕт                      | Total<br>Amount |
|--------------------------|-----------------|
| 10600 - 0070 - 0000 8050 | 11.52           |

### **Financial Coding Summary**

|                                     | Total     |           |
|-------------------------------------|-----------|-----------|
| Financial Coding                    | Excl. Tax | Incl. Tax |
| 51496 - 282202 - 0070 - PBJ2 - 2001 | 568.43    | 579.95    |

### **Approval History**

**Date And Time** 

**Approver** 

**Approval Status** 

Comment

14/11/2016 13:43:22

Myriam Montreuil

Approved

### **Signatures**

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** 

Caitlin Workman

**Submit Date** 

14/11/2016

Signature

Submitted on behalf of the Traveller.

**Delegate Name** 

Amanda Herault

**Submit Date** 

14/11/2016

Signature

Recommender Name

Myriam Montreuil

**Recommended Date** 

14/11/2016

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** 

Mario Raynolds

NOV 3 0 2016

Approval Date

Signature

| Processor Name |  |
|----------------|--|
| Processed Date |  |
| Signature      |  |

# Travel Request

Travel Request Name: Halifax - 7 November 2016

Traveller Name:

Caitlin Workman

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M2 - Outside Headquarters - No

Overnight

Trip Purpose:

Core Mandate - Other

Other Trip Purpose:

Annoucement

Alternative To Travel:

Personal attendance required

1

**Travel Start Date:** 

07/11/2016

**Travel End Date:** 

07/11/2016

**Approval Status:** 

**Approved** 

**Primary Location:** 

Secondary Location:

Online TAN:

AMC450746

Fiscal Year:

2016-2017

**Travel Outside Default** 

Division:

Blanket Travel Authority No

Applied:

**Vendor Code:** 

**Custom Field 1:** 

Custom Field 2:

**Custom Field 3:** 

Custom Field 4:

**Custom Field 5:** 

Event:

Comments:

Halifax - 7 November 2016

**Travel Request Summary** 

Total reimbursable expenses

102.80

| Expense | Summary |
|---------|---------|
|---------|---------|

Total non-reimbursable expenses:

0.00

Total reimbursable expenses:

102.80

102.80

**Advance Summary** 

Travel advance:

0.00

### Reimbursable Expenses

| Expense Type  |                                     | Amount |
|---|-------------------------------------|--------|
| 11) Taxi  | 51496 - 282202 - 0070 - PBJ2 - 2001 | 40.00  |
| Allowance: Meals, Incidentals & Private Accommodation | 51496 - 282202 - 0070 - PBJ2 - 2001 | 62.80  |

### **Financial Coding Summary**

| Tota Financial Coding Excl. Ta:            |          |
|--|----------|
| 51496 - 282202 - 0070 - PB.I2 - 2001 102.8 | 0 102.80 |

### **Approval History**

| Date And Time       | Approver       | Approval Status | Comment |
|---------------------|----------------|-----------------|---------|
| 14/11/2016 10:37:57 | Marlo Raynoids | Approved        |         |

### **Itinerary Details**

PNR:

Trip Status:

Quoted

Traveller Type:

Minister's Exempt Staff

Primary Trip Purpose: Core Mandate - Other

### Total Itinerary Cost (CAD) 0.00

### **Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** 

Caitlin Workman

**Submit Date** 

14/11/2016

Signature

Submitted on behalf of the Traveller.

**Delegate Name** 

Amanda Herault

**Submit Date** 

14/11/2016

Signature

Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** 

Marlo Raynolds

**Approval Date** 

14/11/2016

Signature

# McCORD TRAVEL MANAGEMENT

# Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE

200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

I GATINEAU, QC K1A 0H3

CANADA ----

Passenger(s) WORKMAN/CAITLIN

Invoice Date: 4 Nov 2016

Invoice No: 482946

Client No: Agent:

PNR:

М

|    |       | DEPART DATE/TIME | ARRIVAL DATE/TIME | ITINERARY                  |
|----|-------|------------------|-------------------|----------------------------|
| PD | 00219 | 07Nov16 11:55 am | 07Nov16 02:45 pm  | OTTAWA INTL - HALIFAX INTL |
| PD | 00252 | 07Nov16 07:40 pm | 07Nov16 08:55 pm  | HALIFAX INTL - OTTAWA INTL |

| REFERENCE / SALE DESCRIPTION | BASE<br>FARE                  | GST/<br>HST | OTHER<br>TAXES | TOTAL  |
|------------------------------|-------------------------------|-------------|----------------|--------|
| PORTER AIRLINES              | 255.00                        | 46.42       | 98.24          | 399.66 |
| BSP CANADA, IATA 0065775473  | 79.90                         | 4.00        | 0.00           | 83.90  |
|                              | Total Fares:                  |             |                | 334.90 |
|                              | Total Taxes:                  |             |                | 98.24  |
|                              | Total GST/HST:                |             |                | 50.42  |
|                              | Invoice Total:<br>Payment(s): |             |                | 483.56 |
| 04 N                         | Nov 16 Credit Card (          |             |                | 399.66 |
| 04 1                         | Nov 16 Credit Card (          |             |                | 83.90  |
|                              | <b>Total Payments:</b>        |             |                | 483.56 |
|                              | Balance Due (CAD):            |             |                | 0.00   |

+++ AIR TICKET PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.





| Traveler Name:         | 6            | aite | 2n |             |  |  |  |
|------------------------|--------------|------|----|-------------|--|--|--|
| Location:              | Halifay      |      |    |             |  |  |  |
| Dates of travel:       | 7 Nov. Zonce |      |    |             |  |  |  |
| Meals and incidentals: | В            | L    | D  | Incidentals |  |  |  |
| Monday                 |              | w    | -  |             |  |  |  |
| Tuesday                |              |      |    |             |  |  |  |
| Wednesday              |              |      |    |             |  |  |  |
| Thursday               |              |      |    |             |  |  |  |
| Friday                 |              |      |    |             |  |  |  |
| Saturday               |              |      |    |             |  |  |  |
| Sunday                 |              |      |    |             |  |  |  |
| Hotel receipt(s)       |              |      |    |             |  |  |  |
| Taxi receipts          |              | 1    |    |             |  |  |  |
| Miscellaneous receipts |              |      |    |             |  |  |  |
| Traveler signature     |              |      |    |             |  |  |  |

Please do not include meals that were provided during this trip.

#### BLUE LINE TAXI (613) 238 - 1111

| FERMINAL ID: MERCHANT ID: VEHICLE ID : DRIVER ID :     | 324-303-097<br>4325623A<br>1 <b>390</b> |  |  |  |  |  |  |
|--|---|--|--|--|--|--|--|
| TRIP NUMBER:<br>PASSENGERS:                            | 4032<br>1                               |  |  |  |  |  |  |
| 11/07/2016<br>START: 11:02                             | ENL: 11:03                              |  |  |  |  |  |  |
| FARE AMOUNT  | \$ 29.21                                |  |  |  |  |  |  |
| TIP AMOUNT:  | \$ 4,38                                 |  |  |  |  |  |  |
| TOTAL : \$   | 33.59                                   |  |  |  |  |  |  |
| VISA SALE :  |   |  |  |  |  |  |  |
| APPROVAL NUMBER :                                      | Ø9849I                                  |  |  |  |  |  |  |
| ***PASSENGER COPY***                                   |   |  |  |  |  |  |  |
| CUSTOMER SERVICE 1-800-443-2812<br>INGUIRYOTAXITAB.CUM |   |  |  |  |  |  |  |



### Transaction

| nount:<br>eals and incide                                      | •  | 11/2016<br>2 80 CAD   | S   |  |                             |                              | View Linked Trans<br>of Pocket Expense   |      |
|--|--|---|---|--|-----------------------------|------------------------------|--|------|
| Expenses   | Codir  | ng Approv   | val Su  | ummary   |                             |                              |  |      |
| 2) Allowance   | e: Meals, l  | ncidentals & Pi   | rivate Accon  | nmodation  |                             |                              |  |      |
| Use this to esti<br>allowances for<br>this expense ty          | imate costs of<br>up to 10 unions<br>upe after you | on travel requests, que destinations in<br>have saved this er | or to record the<br>a single trip. If<br>htry. Use the 2a | d nights with private accomn<br>actual out of pocket expense<br>your trip covers more than 16<br>a) Allowance: Meals, Incident<br>ards in a single location. | e amount on<br>0 unique de: | expense repositinations, add | orts. One form cover<br>another instance | ers  |
| ☑ I am travelli  | ng within Mo                                       | dule 1 or 2 and I a   | m requesting a  | n accommodation and/or inci  | dental allow                | ance.                        |  |      |
| Reason for req   |  | Had to pay for<br>lunch and dinner.                           | <b>\$</b>   |  |                             |                              |  |      |
| Enter the date   | range of trav                                      | vel.  |   |  |                             |                              |  |      |
| Start Date   |  | End Date  |   |  |                             |                              |  |      |
| 07/11/2016   |  | 07/11/2016  |   |  |                             |                              |  |      |
| Select the mea   | als/incidental:                                    | s/accommodation a   | allowances you  | want to claim and click Calc   | ulate Allowa                | nces.                        |  |      |
|  |  |   |   |  |                             |                              |  |      |
| Date   | Country  | / Location  |   | Breakfast  | Lunch                       | Dinner                       | Incidentals                              |      |
| Date<br>07/11/2016   | _  | / Location<br>a - Nova Scotia                                 |   | Breakfast  | Lunch                       | Dinner                       | Incidentals                              |      |
|  | Canada   |   |   |  |                             |                              | Incidentals                              | Acco |
| 07/11/2016   | Canada<br>Canada                                   | a - Nova Scotia   |   |  |                             | <b>\( \sqrt{2} \)</b>        | incidentals                              | Acco |
| 07/11/2016<br>07/11/2016                                       | Canada<br>Canada                                   | a - Nova Scotia   |   |  |                             | <b>\( \sqrt{2} \)</b>        | Incidentals                              | Acco |
| 07/11/2016<br>07/11/2016<br>Calculate Al                       | Canada<br>Canada                                   | a - Nova Scotia   | Incidentals   |  |                             | <b>\( \sqrt{2} \)</b>        | Incidentals                              | Acco |
| 07/11/2016<br>07/11/2016<br>Calculate Al                       | Canada<br>Canada<br>/                              | a - Nova Scotia<br>a - Ontario<br>Meals                       | Incidentals<br>0.00                                       |  |                             | <b>\( \sqrt{2} \)</b>        | Incidentals                              | Acco |
| 07/11/2016  07/11/2016  Calculate Al  Summary  Country         | Canada<br>Canada<br>Illowances                     | a - Nova Scotia a - Ontario  Meals                            |   | ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐  |                             | <b>\( \sqrt{2} \)</b>        | Incidentals                              |      |
| 07/11/2016  07/11/2016  Calculate Al  Summary  Country  Canada | Canada Canada Illowances Location Nova Scoti       | Meals  45.55  | 0.00  | Private Accommodation  |                             |                              | incidentals                              | Acce |

# Relevé - Rapport sur les dépenses

| Nom du rapport de dépenses: To accompany the Minister in Halifax - 7 November 20 | N | lom d | u rap | port ( | de d | épenses: | To accom | pany the | e Ministe | r in | Halifax | - 7 | ' Nov | embei | · 20 | 1 | 6 |
|--|---|-------|-------|--------|------|----------|----------|----------|-----------|------|---------|-----|-------|-------|------|---|---|
|--|---|-------|-------|--------|------|----------|----------|----------|-----------|------|---------|-----|-------|-------|------|---|---|

Nom du voyageur:

Caitlin Workman

NIV:

Préparé par:

Amanda Herault

**Module Politique:** 

M2: Hors de la zone d'affectation -

sans nuitée

Motif du voyage:

Mandat principal - Autre

Autre objet du voyage:

Annoucement

Nom de la demande de

Halifax - 7 November 2016

voyage:

Date de début du

07/11/2016

déplacement:

deplacement:

07/11/2016

Date de fin du déplacement:

État d'autorisation du

Autorisation requise

rapport de dépenses:

Emplacement principal:

Emplacement secondaire:

NAV en ligne:

AMC450746

Fiscal Year:

2016-2017

**Travel Outside Default** 

Division:

Code fournisseur:

Événement:

Commentaires:

#### Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées : 579.95

(Moins) Total des dépenses non remboursables : 483.56

Total des dépenses remboursables : 96.39

Montant total dû voyageur: 96.39

Dépenses non remboursables

|   |                   |   | Montant<br>en                        |                       |                   |
|---|-------------------|---|--------------------------------------|-----------------------|-------------------|
| Type de dépenses                            | Date              |   | devise<br>étrangère                  | Montant de la taxe    | Montant           |
| 5) Commercial Air                           | 04/11/2016        | 51496 - 282202 - 0070 - PBJ2 - 2001                             |                                      |                       | 483.56            |
| Manual Prepaid                              |                   |   |                                      |                       | 483.56            |
| Porter Airlines                             |                   |   |                                      |                       |                   |
|   |                   | Total des dé  | épenses non re                       | mboursables (CAD)     | 483.56            |
| Dépenses rembours                           | ables             |   |                                      |                       |                   |
| Type de dépenses                            | Date              |   | Montant<br>en<br>devise<br>étrangère | Montant de la<br>taxe | Montant           |
| 11) Taxi                                    | 07/11/2016        | 51496 - 282202 - 0070 - PBJ2 - 2001                             | citatigoro                           | tuxo                  | 29.99             |
| TI) Taxi                                    | 0771172010        | 10600 - 0070 - 0000 8050  |                                      | ON*TVH 3.60           |                   |
| From home to airport                        |                   |   |                                      |                       | 33.59             |
| Allowance: Meals,     Incidentals & Private | 07/11/2016        | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                                      | NS#T 5.94             | 39.61             |
| Accommodation                               |                   |   |                                      |                       | 45.55             |
|   | 07/11/2016        | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                                      | ON#T 1.98             | 15.27             |
|   |                   | 10000 - 0070 - 0000 8030  |                                      | ON#1 1.90             | 17.25             |
|   |                   | Total de  | es dépenses re                       | mboursables (CAD)     | 96.39             |
| Récapitulatif codes                         | de taxes          |   |                                      |                       |                   |
| TVH   |                   |   |                                      |                       | Montant<br>total  |
| 10600 - 0070 - 0000                         | 8050              |   |                                      |                       | 11.52             |
| Résumé des codes f                          | inanciers         |   |                                      |                       |                   |
| Codes financiers                            |                   |   |                                      | Total HT<br>Taxe      | Total<br>TTC Taxe |
| 51496 - 282202 - 0070 -                     | · PBJ2 - 2001 - · |   |                                      | 568.43                | 579.95            |

Commentaire

| Signatures                                |  |
|---|--|
| Je certifie que les montants officielles. | faisant l'objet de cette réclamation constituent des dépenses entrainées par des voyages pour affaires |
| Nom du voyageur                           | Caitlin Workman  |
| Date de soumission                        | 14/11/2016   |
| Signature                                 |  |
| Soumis au nom du voyage                   | иг.  |
| Nom du délégué                            | Amanda Herault   |
| Date de soumission                        | 14/11/2016   |
| Signature                                 |  |
| Nom de l'émetteur de la recommandation    | Myriam Montreuil   |
| Date recommandée                          |  |
| Signature                                 |  |
| Certifié conforme à l'article             | e 34 de la Loi sur la gestion des finances publiques.  |
| Nom de l'approbateur                      | Marlo Raynolds   |
| Date d´autorisation                       |  |
| Signature                                 |  |

État d'autorisation

Approbateur

Date et heure

| Nom de la personne<br>responsable du<br>traitement |  |
|--|--|
| Date de traitement                                 |  |
| Signature  |  |

# **Expense Report Statement**

| Traveller Name: |   | Catherine McKenna |   |      |
|-----------------|---|-------------------|---|------|
| •               | • |                   | • | <br> |

TIN:

Prepared By: Amanda Herault

Policy Module: M3T - Transborder - Overnight Stay

Trip Purpose: Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

Travel Request Name: Washington - Nov-Dec 2016

Ν

Travel Start Date: 29/11/2016

Travel End Date: 01/12/2016

ER Approval Status: Approval Required

**Primary Location:** 

Secondary Location:

Online TAN: AMC427877

**Fiscal Year:** 2016-2017

Travel Outside Default

Division:

**Vendor Code:** 

Event:

Comments:

#### **Expense Report Summary**

Total allocated expenses:

#### **Expense Summary**

| ·   | ·        |
|---|----------|
| (Minus) Total non-reimbursable expenses : | 2,145.36 |
| Total reimbursable expenses :             | 593.67   |

Total due traveller : 593.67

Non-Reimbursable Expenses

|              |      | Foreign |            |        |
|--------------|------|---------|------------|--------|
| Expense Type | Date | Amount  | Tax Amount | Amount |

2.739.03

|                                |                |                                      | na ia tanaan i       | acces a millomi  |                 |
|--------------------------------|----------------|--------------------------------------|----------------------|------------------|-----------------|
| Expense Type                   | Date           |                                      | Amount               | Tax Amount       | Amount          |
| 5) Commercial Air              | 10/12/2016     | 51497 - 285100 - 0070 - PBJ2 - 2001  |                      |                  | 2,145.36        |
| Manual Prepaid                 |                |                                      |                      |                  | 2,145.36        |
| WestJet                        |                |                                      |                      |                  | 2,145.50        |
| WestJet - Air Canada - I       | United Airways |                                      |                      |                  |                 |
|                                |                | Tot                                  | tal non-reimbursable | e expenses (CAD) | 2,145.36        |
| Reimbursable Expe              | nses           |                                      |                      |                  |                 |
|                                |                |                                      | Foreign              |                  |                 |
| Expense Type                   | Date           |                                      | Amount               | Tax Amount       | Amount          |
| 16) Commercial                 | 30/11/2016     | 51497 - 285100 - 0070 - PBJ2 - 2001  |                      | <b>A</b>         | 241.13          |
| Accommodation                  |                | 10600 - 0070 - 0000 8050             |                      | ON*HST 28.94     | 270.07          |
| Sheraton Hotels<br>Corporation |                |                                      |                      |                  | 2,0.01          |
| 16) Commercial                 | 01/12/2016     | 51497 - 285100 - 0070 - PBJ2 - 2001  |                      |                  | 323.60          |
| Accommodation                  | 01/12/2010     | 31487 - 200100 - 0010 - 1 202 - 2001 | 242 74               |                  |                 |
| Fairmont Hotels And<br>Resorts |                |                                      | 242.74<br>(USD)      |                  | 323.60          |
| resorts                        |                |                                      |                      |                  |                 |
|                                |                |                                      | Total reimbursable   | e expenses (CAD) | 593.67          |
| Tax Coding Summa               | гу             |                                      |                      |                  |                 |
| HST                            |                |                                      |                      |                  | Total<br>Amount |
| 10600 - 0070 - 0000            | 8050           |                                      |                      |                  | 28.94           |
| Financial Coding Su            | ummary         |                                      |                      |                  |                 |
|                                | •              |                                      |                      | Total            | Total           |
| Financial Coding               |                |                                      |                      | Excl. Tax        | Incl. Tax       |
|                                |                |                                      |                      | 0.740.00         | 0.700.00        |

51497 - 285100 - 0070 - PBJ2 - 2001 - -

2,739.03

2,710.09

### **Approval History**

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Date And Time Approver Approval Status Comment

15/12/2016 14:31:43

Myriam Montreuil

Approved

#### **Signatures**

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** 

Catherine McKenna

**Submit Date** 

14/12/2016

Signature

Submitted on behalf of the Traveller.

**Delegate Name** 

Amanda Herault

**Submit Date** 

14/12/2016

Signature

Recommender Name Myriam Montreuil

**Recommended Date** 

15/12/2016

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** 

Marlo Raynolds

DEC 2 1 2016

**Approval Date** 

| Processor Name |  |
|----------------|--|
|                |  |
|                |  |
|                |  |
| Processed Date |  |
|                |  |
|                |  |
|                |  |
|                |  |
| Signature      |  |

# **Travel Request**

# Travel Request Name: Washington - Nov-Dec 2016

Traveller Name:

Catherine McKenna

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M3T - Transborder - Overnight Stay

Trip Purpose:

Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

**Alternative To Travel:** 

Personal attendance required

**Travel Start Date:** 

29/11/2016

Travel End Date:

01/12/2016

**Approval Status:** 

**Approved** 

**Primary Location:** 

**Secondary Location:** 

Online TAN:

AMC427877

Fiscal Year:

2016-2017

**Travei Outside Default** 

Ν

Division:

Blanket Travel Authority No

Applied:

**Vendor Code:** 

**Custom Field 1:** 

**Custom Field 2:** 

**Custom Field 3:** 

**Custom Field 4:** 

**Custom Field 5:** 

Event:

**Comments:** 

Washington - Nov-Dec 2016

**Travel Request Summary** 

#### **Expense Summary**

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

| Total non-reimbursable | expenses: |
|------------------------|-----------|
|------------------------|-----------|

0.00

Total reimbursable expenses:

905.62

905.62

**Advance Summary** 

Travel advance:

0.00

### Reimbursable Expenses

| Expense Type | Amount |
|--------------|--------|
|              |        |

16) Commercial Accommodation

51497 - 285100 - 0070 - PBJ2 - 2001 - -

650.00

**Sheraton Hotels Corporation** 

2) Allowance: Meals, Incidentals &

51497 - 285100 - 0070 - PBJ2 - 2001 - -

255.62

**Private Accommodation** 

Total reimbursable expenses

905.62

### **Financial Coding Summary**

| Financial Coding                    | Total<br>Excl. Tax | Total<br>Incl. Tax |
|-------------------------------------|--------------------|--------------------|
| 51497 - 285100 - 0070 - PBJ2 - 2001 | 905.62             | 905.62             |

### **Approval History**

| Date And Time | Approver | Approval Status | Comment |
|---------------|----------|-----------------|---------|
|               |          |                 |         |

10/12/2016 08:55:36

Marlo Raynolds

Approved

### **Itinerary Details**

PNR:

**Trip Status:** 

Quoted

Travelier Type:

Minister

**Primary Trip Purpose:** 

Key Stakeholder Engagement -

Meetings

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Total Itinerary Cost (CAD) 0.00

#### **Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** 

Catherine McKenna

**Submit Date** 

10/12/2016

Signature

Submitted on behalf of the Traveller.

**Delegate Name** 

Amanda Herault

**Submit Date** 

10/12/2016

Signature

Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** 

Marlo Raynolds

**Approval Date** 

10/12/2016

s.16(2)s.19(1)

WASHINGTON, D.C.

2401 M Street, NW Washington, DC USA 20037 T (202) 429-2400 F (202) 457-5010

**Govt Cda** Ms Catherine Mckenna Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Room

Folio#

Cashier # Page #

2605

1 of 1

**Arrival** 

11-30-16

Departure

12-01-16

**Fairmont President's Club** 

|          |             |                        | 242.14  | 242.14  |
|----------|-------------|------------------------|---------|---------|
|          |             | Total                  | 242.74  | 242.74  |
| 12-01-16 | Visa        | 10/17                  |         | 242.74  |
| 11-30-16 | Room Tax    |                        | 30.74   |         |
| 11-30-16 | Room Charge |                        | 212.00  |         |
| Date     | Description | Additional Information | Charges | Credits |

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay, please contact Shane Krige, General Manager, at Shane.Krige@fairmont.com. We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

Amount (CAD)

Sheraton Gateway Hotel PO Box 3000 Toronto AMF Toronto, ON L5P 1C4

Canada

Tel: 905-672-7000 Fax: 905-672-7100



# **Sheraton**

Catherine Mckenna Page Number 1 Invoice Nbr 373081 **Guest Number** Folio ID Arrive Date 29-NOV-16 21:26 Depart Date 30-NOV-16 12:02 No. Of Guest Room Number 784 Club Account

Tax Invoice

Tax ID: 140047879

Sheraton Gateway 30-NOV-16 12:11

 Date
 Time
 Reference
 Description
 Charges (CAD)
 Credits (CAD)

 29-NOV-16
 03:38
 RT784
 Room Charge - Government
 239.00

 29-NOV-16
 03:38
 RT784
 Rooms HST
 31.07

 30-NOV-16
 12:02
 VI
 -270.07

\*\*\*For Authorization Purpose Only\*\*\*

----**,** 

Date Code Authorized 29-NOV-16 08380I 310.7

Approve EMV Receipt for 1 : PIN Verified

TC:D8E18C26E3EF5D71 TVR:0200008000 AID:A0000000031010

Application Label:Visa Credit

\*\* Total 270.07 -270.07 \*\*\* Balance 0.00

HST Summary for your stay:

Room Revenue HST 31.07 Food & Beverage HST 0.00

Photo/Fax/Copy Services HST 0.00
Other Revenue HST 0.00
Total HST for your stay: 31.07

Savor the unexpected with Paired - our menu of expertly matched small plates, premium wines and craft beers. Highlighting imaginative ingredient combinations, Paired delights the palate and invites exploration Visit our lobby bars or learn more at www.sheraton.com/paired

Continued on the next page

Sheraton Gateway Hotel
PO Box 3000
Toronto AMF
Toronto, ON L5P 1C4
Canada
Tel: 905-672-7000 Fax: 905-672-7100



# Sheraton'

| Catherine Mckenna | Page Number  | 2         | Invoice Nbr | 373081 |
|-------------------|--------------|-----------|-------------|--------|
|                   | Guest Number |           |             |        |
|                   | Folio ID     | A         |             |        |
|                   | Arrive Date  | 29-NOV-16 | 21:26       |        |
|                   | Depart Date  | 30-NOV-16 | 12:02       |        |
|                   | No. Of Guest | 1         |             |        |
|                   | Room Number  | 784       |             |        |
|                   | Club Account |           |             |        |

Tell us about your stay www.sheraton.com/reviews for billing please connect with us at 00692guestinguiries@sheraton.com

Tell us about your stay. www.sheraton.com/reviews. For billing, please connect with us at 00692guestinquiries@sheraton.com

# McCORD TRAVEL MANAGEMENT Coès à l'information.

# Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

**CANADA** 

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 486104 Invoice Date: 29 Nov 2016

Client No:

Agent: PNR:

| FL          | GHT INF            | ORMATION             |           |                          |              |                               |                |        |
|-------------|--------------------|----------------------|-----------|--------------------------|--------------|-------------------------------|----------------|--------|
| <b>A</b> /L | FLIGHT             | DEPART DATE/TIME     | ARRIVAL D | ATE/TIME                 | ITINERA      | RY                            |                |        |
| WS          | 03479              | 29Nov16 08:05 pm     | 29Nov16 0 | lov16 09:13 pm           |              | OTTAWA INTL - TORONTO PEARSON |                |        |
| REF         | ERENCE             | E / SALE DESCRIPTION |           |                          | BASE<br>FARE | GST/<br>HST                   | OTHER<br>TAXES | TOTAL  |
|             | et # 9566<br>RY MS | 3374891 for MCKENNA/ | CATHERINE |                          | 192.00       | 30.44                         | 42.12          | 264.56 |
|             |                    |                      |           | Total Fares:             | •            |                               |                | 192.00 |
|             |                    |                      |           | <b>Total Taxes</b>       | •            |                               |                | 42.12  |
|             |                    |                      |           | Total GST/H              | HST:         |                               |                | 30.44  |
|             |                    |                      |           | Invoice Tot<br>Payment(s |              |                               |                | 264.56 |
|             |                    |                      | 29 Nov 16 | Credit Card              | (            |                               |                | 264.56 |
|             |                    |                      |           | <b>Total Paym</b>        | ents:        |                               |                | 264.56 |

+++ AIR TICKET ( ECONOMY CLASS FARE) +++
+++ SERVICE FEE ON INVOICE 485259 +++

#### TERMS AND CONDITIONS

Balance Due (CAD):

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.





0.00

# McCORD TRAVEL MANAGEMENT cès à l'information.

# Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER **SUITE** 

GATINEAU, QC K1A 0H3

**CANADA** 

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 485722 Invoice Date: 25 Nov 2016

> Client No: Agent: PNR:

| FLI         | GHT INF            | ORMATION            |           |                         |              |             |                |        |
|-------------|--------------------|---------------------|-----------|-------------------------|--------------|-------------|----------------|--------|
| <b>A</b> /L | FLIGHT             | DEPART DATE/TIME    | ARRIVAL ( | DATE/TIME               | ITINERA      | RY          |                |        |
| UA          | 06077              | 29Nov16 07:25 pm    | 29Nov16 ( | •                       |              |             | HINGTON DUL    |        |
| AC          | 08451              | 01Dec16 07:00 am    | 01Dec16 ( | 08:29 am                | WASHIN       | IGTON REAC  | SAN - OTTAWA   | INTL   |
| REF         | ERENCE             | / SALE DESCRIPTION  | l         |                         | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL  |
|             | et # 9566<br>RY MS | 374760 for MCKENNA/ | CATHERINE |                         | 324.00       | 16.20       | 0.00           | 340.20 |
|             |                    |                     |           | Total Fares             | :            |             |                | 324.00 |
|             |                    |                     |           | Total Taxes             | :            |             |                | 0.00   |
|             |                    |                     |           | Total GST/l             | HST:         |             |                | 16.20  |
|             |                    |                     |           | Penalties:              |              |             |                | 200.00 |
|             |                    |                     |           | Invoice To<br>Payment(s |              |             |                | 540.20 |
|             |                    |                     | 25 Nov 16 | Credit Card             | •            |             |                | 540.20 |
|             |                    |                     |           | <b>Total Paym</b>       |              |             |                | 540.20 |
|             |                    |                     |           | Balance Do              | ue (CAD):    |             |                | 0.00   |





485722

25 Nov 2016

# McCORD TRAVEL MANAGEMENT

# **Invoice**

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE

Client No: Agent: PNR:

Invoice No:

Invoice Date:

CANADA

Passenger(s) MCKENNA/CATHERINE MARY MS

+++ FLIGHT TIME CHANGE FROM INVOICE 485259 +++

+++ OTTAWA-WASHINGTON CHANGED TO TORONTO-WASHINGTON UA/30NOV AT 06:00AM / NEW TICKET NUMBER 016 2327003132 +++

TKT: 016 9566 374760 NAME: MCKENNA/CATHERINEMARYMS

CC: FF:

GATINEAU, QC K1A 0H3

ISSUED: 25NOV16 FOP: 191150/EXCH

PSEUDO: 2GU4 PLATING CARRIER: UA ISO: CA IATA: 67502982 USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN

EXCH UA 6314 M 30NOV YOWIAD 1030A OK MAA03AFN NVB29NOV NVA29NOV

USED AC 8451 Q 01DEC DCAYOW 0700A OK Q3Q8TP NVB01DEC NVA01DEC

FARE: CAD 1404.00 TAX: 12.10 CA TAX: 70.81 XG

TAX: 109.99 XT TOTAL: CAD 1596.90

YOW UA WAS 702.00MAA03AFN AC YOW 702.00Q3Q8TP CAD14

04.00 END XT 48.00US 23.00SQ 9.50XY 7.60AY 7.40YC

5.40XA 2.99RC 6.10XFDCA4.5A/C 540.20 EXCHANGED FOR: 0169566374539

ORIGINAL ISSUE: 0169566374539YOW22NOV1667502982

RLOC 1V UA BXW5L3

)>

**TERMS AND CONDITIONS** 

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

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If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure





# McCORD TRAVEL MANAGEMENT CCès à l'information.

# Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE

200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

**CANADA** 

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 485259

Invoice Date: 22 Nov 2016

Client No:

Agent:

PNR:

| FLI | GHT INF            | ORMATION             |           |                      |              |             |                |          |
|-----|--------------------|----------------------|-----------|----------------------|--------------|-------------|----------------|----------|
| A/L | FLIGHT             | DEPART DATE/TIME     | ARRIVAL D | ATE/TIME             | ITINERA      | RY          |                |          |
| UA  | 06306              | 29Nov16 02:40 pm     | 29Nov16 0 | •                    | OTTAWA       | INTL - WAS  | HINGTON DU     | LLES     |
| AC  | 08451              | 01Dec16 07:00 am     | 01Dec16 0 | 8:29 am              | WASHIN       | IGTON REAC  | SAN - OTTAWA   | AINTL    |
| REF | ERENCE             | / SALE DESCRIPTION   |           |                      | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL    |
|     | et # 9566<br>RY MS | 374539 for MCKENNA/0 | CATHERINE |                      | 1,080.00     | 57.60       | 119.10         | 1,256.70 |
| BSF | CANAD              | A, IATA 0065810589   |           |                      | 79.90        | 4.00        | 0.00           | 83.90    |
|     |                    |                      |           | Total Fares          | <b>:</b> :   |             |                | 1,159.90 |
|     |                    |                      |           | <b>Total Taxes</b>   | <b>s</b> :   |             |                | 119.10   |
|     |                    |                      |           | Total GST/           | HST:         |             |                | 61.60    |
|     |                    |                      |           | Invoice To Payment(s |              |             |                | 1,340.60 |
|     |                    |                      | 22 Nov 16 | Credit Card          | Í            |             |                | 1,256.70 |
|     |                    |                      | 22 Nov 16 | Credit Card          | i            |             |                | 83.90    |
|     |                    |                      |           | Total Payn           |              |             |                | 1,340.60 |
|     |                    |                      |           | Balance D            | ue (CAD):    |             |                | 0.00     |

+++ AIR TICKET PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++ +++ FLIGHT TIME CHANGE TRAVEL ON INVOICE 485722 +++

TKT: 016 9566 374539 NAME: MCKENNA/CATHERINEMARYMS CC: FF.

ISSUED: 22NOV16 FOP: -214143 PSEUDO: 2GU4 PLATING CARRIER: UA ISO: CA IATA: 67502982 USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN EXCH UA 6306 M 29NOV YOWIAD 0240P OK MAA07AFN **NVB29NOV NVA29NOV** 

EXCH AC 8451 V 01DEC DCAYOW 0700A OK V7Q7TP 3 **NVB01DEC NVA01DEC** 

FARE: CAD 1080.00 TAX: 12.10 CA TAX: 54.61 XG TAX: 109.99 XT TOTAL: CAD 1256.70

NONREF-0VALUAFTDPT-CHGFEE/AC ONLYF-NONREF-CHGFEE

29NOV YOW UA WAS 540.00AC YOW 540.00CAD1080.00END XT 48.00US 23.00SQ 9.50XY 7.60AY 7.40YC 5.40XA 2.99 **RC 6.10XFDCA4.5** 

RLOC 1V **UABXW5L3** 





### McCORD TRAVEL MANAGEMENT <u>sur l'ac</u>cès à l'information.

# Invoice

HON, CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE GATINEAU, QC K1A 0H3

**CANADA** 

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 485259 Invoice Date: 22 Nov 2016

Client No: Agent: PNR:

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund

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If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.





# Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To meet with key stakeholders in Washington - Nov-Dec 2016

Nom du voyageur: Catherine McKenna

NIV:

Préparé par: Amanda Herault

**Module Politique:** M3T : transfrontalier - avec nuitée Motif du voyage: Engagement principal des parties -

Réunions

Autre objet du voyage:

Nom de la demande de

Washington - Nov-Dec 2016

voyage:

Date de début du

déplacement:

29/11/2016

Date de fin du

01/12/2016

déplacement:

État d'autorisation du

rapport de dépenses:

Autorisation requise

Emplacement principal:

**Emplacement** secondaire:

NAV en ligne: AMC427877

Fiscal Year: 2016-2017

**Travel Outside Default** 

Division:

Code fournisseur:

Événement:

Commentaires:

#### Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées : 2,739.03

(Moins) Total des dépenses non remboursables : 2,145.36

Total des dépenses remboursables : 593.67

Montant total dû voyageur : 593.67

Dépenses non remboursables

|                          |                | Montant<br>en                              |          |
|--------------------------|----------------|--|----------|
| Type de dépenses         | Date           | devise Montant de la<br>étrangère taxe     | Montant  |
|                          | Date           | ettatigere taxe                            | Wontant  |
| 5) Avion commercial      | 10/12/2016     | 51497 - 285100 - 0070 - PBJ2 - 2001        | 2,145.36 |
| Manual Prepaid           |                |  | 2,145.36 |
| WestJet                  |                |  |          |
| WestJet - Air Canada - l | Jnited Airways |  |          |
|                          |                | Total des dépenses non remboursables (CAD) | 2,145.36 |

## Dépenses remboursables

| Type de dépenses  | Date       |  | Montant<br>en<br>devise<br>étrangère | Montant de la<br>taxe | Montant |
|---|------------|--|--------------------------------------|-----------------------|---------|
| 16) Hébergement<br>commercial<br>Sheraton Hotels<br>Corporation | 30/11/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001 - 10600 - 0070 - 0000 8050 | -                                    | ON*TVH 28.94          | 241.13  |
| 16) Hébergement<br>commercial<br>Fairmont Hotels And<br>Resorts | 01/12/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001                            | 242.74<br>(USD)                      |                       | 323.60  |
|   |            | Tot  | tal des dépenses rer                 | mboursables (CAD)     | 593.67  |

## Récapitulatif codes de taxes

| т∨н                      | Montant<br>total |
|--------------------------|------------------|
| 10600 - 0070 - 0000 8050 | 28.94            |

#### Résumé des codes financiers

| Codes financiers                    | Total HT<br>Taxe | Total<br>TTC Taxe |
|-------------------------------------|------------------|-------------------|
| 51497 - 285100 - 0070 - PBJ2 - 2001 | 2,710.09         | 2,739.03          |

## Historique d'autorisation

Date et heure **Approbateur** État d'autorisation Commentaire 21/12/2016 13:35:25 Marlo Raynolds Autorisé(e) 15/12/2016 14:31:43 Myriam Montreuil Autorisé(e)

### **Signatures**

| Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entrainées par des voyages pour affai | ires |
|--|------|
| officielles.   |      |

Nom du voyageur

Catherine McKenna

Date de soumission

14/12/2016

Signature

Soumis au nom du voyageur.

Nom du délégué

Amanda Herault

Date de soumission

14/12/2016

Signature

Nom de l'émetteur de la Myriam Montreuil

recommandation

Date recommandée

15/12/2016

| Certifié conforme à l'article                      | 34 de la Loi sur la gestion des finances publiques. |
|--|---|
| Nom de l'approbateur                               | Marlo Raynolds                                      |
| Date d´autorisation                                | 21/12/2016  |
| Signature  |   |
| Nom de la personne<br>responsable du<br>traitement |   |
| Date de traitement                                 |   |
| Signature  |   |

# **Expense Report Statement**

| Expense Report | Name: | To meet witl | า key | stakeholders | in | Washington | - Nov | -Dec | 201 | 16 |
|----------------|-------|--------------|-------|--------------|----|------------|-------|------|-----|----|
|----------------|-------|--------------|-------|--------------|----|------------|-------|------|-----|----|

| Traveller I | Name: |
|-------------|-------|
|-------------|-------|

Catherine McKenna

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M3T - Transborder - Overnight Stay

Trip Purpose:

Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

**Travel Request Name:** 

Washington - Nov-Dec 2016

**Travel Start Date:** 

29/11/2016

**Travel End Date:** 

01/12/2016

**ER Approval Status:** 

Approved

**Primary Location:** 

**Secondary Location:** 

**Online TAN:** 

AMC427877

Fiscal Year:

2016-2017

**Travel Outside Default** 

Division:

Ν

**Vendor Code:** 

**Event:** 

**Comments:** 

#### **Expense Report Summary**

**Expense Summary** 

Total allocated expenses : 2,739.03

(Minus) Total non-reimbursable expenses : 2,145.36

Total reimbursable expenses : 593.67

Total due traveller: 593.67

Non-Reimbursable Expenses

Foreign

Expense Type Date Amount Tax Amount Amount

| Expense Type           | Date           |                                     | Amount                | Tax Amount     | Amount   |
|------------------------|----------------|-------------------------------------|-----------------------|----------------|----------|
| 5) Commercial Air      | 10/12/2016     | 51497 - 285100 - 0070 - PBJ2 - 2001 |                       |                | 2,145.36 |
| Manual Prepaid         |                |                                     |                       |                | 2,145.36 |
| WestJet                |                |                                     |                       |                |          |
| WestJet - Air Canada - | United Airways |                                     |                       |                |          |
|                        |                | Тс                                  | otal non-reimbursable | expenses (CAD) | 2,145.36 |

# Reimbursable Expenses

| Expense Type                   | Date       |   | Foreign<br>Amount | Tax Amount         | Amount |
|--------------------------------|------------|---|-------------------|--------------------|--------|
| 16) Commercial Accommodation   | 30/11/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                   | ON*HST 28.94       | 241.13 |
| Sheraton Hotels<br>Corporation |            |   |                   |                    | 270.07 |
| 16) Commercial Accommodation   | 01/12/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001                             |                   |                    | 323.60 |
| Fairmont Hotels And<br>Resorts |            |   | 242.74<br>(USD)   |                    | 323.60 |
|                                |            |   | Total reimbursat  | ole expenses (CAD) | 593.67 |

# **Tax Coding Summary**

| нѕт                      | Amount |
|--------------------------|--------|
| 10600 - 0070 - 0000 8050 | 28.94  |

# **Financial Coding Summary**

| Financial Coding                    | Total<br>Excl. Tax | Total<br>Incl. Tax |
|-------------------------------------|--------------------|--------------------|
| 51497 - 285100 - 0070 - PBJ2 - 2001 | 2,710.09           | 2,739.03           |

# **Approval History**

| Date And Time       | Approver         | Approval Status | Comment |
|---------------------|------------------|-----------------|---------|
| 04/01/2017 11:30:39 | Myriam Montreuil | Approved        |         |

Document Released Under the Access to Information Act / Document divulgué en vertu

**Date And Time Approver** 

Approval Status | la Loi sur l'acomment information.

21/12/2016 13:35:25 Marlo Raynolds **Approved** 

Myriam Montreuil Approved 15/12/2016 14:31:43

### **Signatures**

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Catherine McKenna **Traveller Name** 

**Submit Date** 14/12/2016

Signature

Submitted on behalf of the Traveller.

Amanda Herault **Delegate Name** 

**Submit Date** 14/12/2016

Signature

**Recommender Name** Myriam Montreuil

**Recommended Date** 15/12/2016

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** Marlo Raynolds

**Approval Date** 21/12/2016

Processor Name Myriam Montreuil

**Processed Date** 04/01/2017

# **Expense Report Statement**

Expense Report Name: Taxi from Center Block to Fontaine building - Ottawa - November 23 2016

Traveller Name:

Tiffany Anne Ouimet

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M1 - Within Headquarters - No

Overnight

Trip Purpose:

Other - Other

Other Trip Purpose:

No more taxi chits

Travel Request Name:

Ottawa - November 23 2016

Travel Start Date:

23/11/2016

Travel End Date:

23/11/2016

**ER Approval Status:** 

Approval Required

**Primary Location:** 

Secondary Location:

Online TAN:

AMC440215

Fiscal Year:

2016-2017

**Travel Outside Default** 

Division:

**Vendor Code:** 

Event:

Comments:

#### **Expense Report Summary**

**Expense Summary** 

Total allocated expenses :

15.66

Total reimbursable expenses :

15.66

Total due traveller:

15.66

Reimbursable Expenses

|              |            | Foreign   |        |        |       |        |
|--------------|------------|---|--------|--------|-------|--------|
| Expense Type | Date       |   | Amount | Tax A  | nount | Amount |
| 11) Taxi     | 23/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |        | ON*HST | 1.68  | 13.98  |
|              |            | 10000 - 0070 - 0000 8030  |        | ONTIST | 1.00  | 15.66  |

From Center Block to Fontaine building

1

|              |      | Foreign                          |          |
|--------------|------|----------------------------------|----------|
| Expense Type | Date | Amount Tax Amoun                 | t Amount |
|              |      |                                  |          |
|              |      | Total reimbursable expenses (CAD | ) 15.66  |

### **Tax Coding Summary**

| нѕт                      | Total<br>Amount |
|--------------------------|-----------------|
| 10600 - 0070 - 0000 8050 | 1.68            |

#### **Financial Coding Summary**

| Financial Coding                    | Total<br>Excl. Tax | Total<br>Incl. Tax |
|-------------------------------------|--------------------|--------------------|
| 51496 - 282202 - 0070 - PBJ2 - 2001 | 13.98              | 15.66              |

#### **Approval History**

| Date And Time       | Approver         | Approval Status | Comment |
|---------------------|------------------|-----------------|---------|
| 30/11/2016 12:08:06 | Myriam Montreuil | Approved        |         |

#### **Signatures**

Signature

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name Tiffany Anne Ouimet

**Submit Date** 30/11/2016

Submitted on behalf of the Traveller.

Delegate Name Amanda Herault

Signature + mo, fee

**Submit Date** 30/11/2016

2

| Myriam Montreuil                             |
|--|
| 30/11/2016                                   |
|  |
| tion 34 of the Financial Administration Act. |
| Marlo Raynolds                               |
| DEC - 8 2016                                 |
| JOC S  |
|  |
| <del></del>                                  |
|  |

# Travel Request

Travel Request Name: Ottawa - November 23 2016

Traveller Name:

Tiffany Anne Ouimet

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M1 - Within Headquarters - No

Overnight

Trip Purpose:

Other - Other

Other Trip Purpose:

No more taxi chits

**Alternative To Travel:** 

Présence nécessaire

**Travel Start Date:** 

23/11/2016

Travel End Date:

23/11/2016

Approval Status:

Approved

**Primary Location:** 

**Secondary Location:** 

Online TAN:

AMC440215

Fiscal Year:

2016-2017

**Travel Outside Default** 

Division:

Blanket Travel Authority No.

Applied:

Vendor Code:

**Custom Field 1:** 

Custom Field 2:

**Custom Field 3:** 

Custom Field 4:

**Custom Field 5:** 

Event:

Comments:

Ottawa - November 23 2016

**Travel Request Summary** 

| Expense | Summary |
|---------|---------|
|---------|---------|

Total non-reimbursable expenses:

0.00

Total reimbursable expenses:

15.66

15.66

**Advance Summary** 

Travel advance:

0.00

#### Reimbursable Expenses

Expense Type Amount

11) Taxi 51496 - 282202 - 0070 - PBJ2 - 2001 - -

15.66

Total reimbursable expenses

15.66

### **Financial Coding Summary**

Financial Coding Total Total Excl. Tax Incl. Tax

51496 - 282202 - 0070 - PBJ2 - 2001 - -

15.66

15.66

#### **Approval History**

Date And Time Approver Approval Status Comment

30/11/2016 11:53:48

Marlo Raynolds

Approved

#### **Itinerary Details**

PNR:

**Trip Status:** 

Quoted

Traveller Type:

Minister's Exempt Staff

Primary Trip Purpose:

Other - Other

Total Itinerary Cost (CAD) 0.00

#### **Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** 

Tiffany Anne Ouimet

**Submit Date** 

30/11/2016

Signature

Submitted on behalf of the Traveller.

**Delegate Name** 

Amanda Herault

**Submit Date** 

30/11/2016

Signature

Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** 

Mario Raynolds

**Approval Date** 

30/11/2016

s.16(2) s.19(1) Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

#### CAPITAL TAXI (613) 744 3333

TERMINAL ID: MERCHANT ID: VEHICLE ID: 324 JUL 938 4 726988A 2793 LARIVER ID . FRIP NUMBER: PASSITNIERS: 1433 11/23-2016 \$1881: 18.83 END: 18:03 FARE AMOUNT: \$ 13.05 (1P AMOUNT: \$ 2.61 TOTAL : 15.66 VISA SALE : APPROVAL NUMBER : 035026 \*\*\*PASSENGER COPY\*\*\* CUSTOMER SERVICE 1-800-443-2812 INQUIRY@TAXTTAB.COM



TAXTTAB

# Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: Taxi from Center Block to Fontaine building - Ottawa -November 23 2016

Nom du voyageur:

Tiffany Anne Ouimet

NIV:

Préparé par:

Amanda Herault

**Module Politique:** 

M1: Dans la zone d'affectation -

sans nuitée

Motif du voyage:

Autre - Autre

Autre objet du voyage:

No more taxi chits

Nom de la demande de

Ottawa - November 23 2016

voyage:

Date de début du

déplacement:

23/11/2016

Date de fin du 23/11/2016

déplacement:

État d'autorisation du

Autorisation requise

rapport de dépenses:

**Emplacement principal:** 

**Emplacement** secondaire:

NAV en ligne:

AMC440215

Fiscal Year:

2016-2017

1

**Travel Outside Default** 

Division:

Code fournisseur:

Événement:

Commentaires:

Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées :

15.66

Total des dépenses remboursables :

15.66

Montant total dû voyageur :

15.66

Dépenses remboursables

| Type de dépenses                | Date                          |   | Montant<br>en<br>devise<br>étrangère | Montan      | t de la<br>taxe | Montant |
|---------------------------------|-------------------------------|---|--------------------------------------|-------------|-----------------|---------|
| 11) Taxi From Center Block to F | 23/11/2016  Containe building | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                                      | ON*TVH      | 1.68            | 13.98   |
|                                 | J                             |   | des dépenses rei                     | mboursables | (CAD)           | 15.66   |

#### Récapitulatif codes de taxes

|                          | Montant |
|--------------------------|---------|
| TVH                      | total   |
| 40000 0070 0000 0050     | 4.00    |
| 10600 - 0070 - 0000 8050 | 1.68    |

#### Résumé des codes financiers

| Codes financiers                    | Total HT<br>Taxe | Total<br>TTC Taxe |
|-------------------------------------|------------------|-------------------|
| 51496 - 282202 - 0070 - PBJ2 - 2001 | 13.98            | 15.66             |

#### Historique d'autorisation

| Date et heure | Approbateur | État d'autorisation | Commentaire |
|---------------|-------------|---------------------|-------------|
|               |             |                     |             |

# **Signatures**

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entrainées par des voyages pour affaires officielles.

Nom du voyageur Tiffany Anne Ouimet

Date de soumission 30/11/2016

| Soumis au nom du voyagei                     | ur.   |
|--|---|
| Nom du délégué                               | Amanda Herault  |
| Date de soumission                           | 30/11/2016  |
| Signature                                    |   |
| Nom de l'émetteur de la recommandation       | Myriam Montreuil                                      |
| Date recommandée                             |   |
| Signature                                    |   |
| Certifié conforme à l'article                | e 34 de la Loi sur la gestion des finances publiques. |
| Nom de l'approbateur                         | Marlo Raynolds  |
|  |   |
| Date d'autorisation                          |   |
| Date d'autorisation Signature                |   |
|  |   |
| Signature  Nom de la personne responsable du |   |

# **Expense Report Statement**

Expense Report Name: To accompany the Minister at the Toronto Board of Trade Speech in Toronto, Ontario - 25 November 2016

| Traveller Na |
|--------------|
|--------------|

Caitlin Workman

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M2 - Outside Headquarters - No

Overnight

Trip Purpose:

Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

**Travel Request Name:** 

Toronto - 25 November 2016

**Travel Start Date:** 

25/11/2016

Travel End Date:

25/11/2016

**ER Approval Status:** 

Approval Required

**Primary Location:** 

**Secondary Location:** 

Online TAN:

AMC409637

Fiscal Year:

2016-2017

**Travel Outside Default** 

٨

Division:

**Vendor Code:** 

Event:

Comments:

#### **Expense Report Summary**

**Expense Summary** 

Total allocated expenses :

775.66

(Minus) Total non-reimbursable expenses :

757.66

Total reimbursable expenses :

18.00

Total due traveller :

18.00

Non-Reimbursable Expenses

Expense Type

Date

Foreign

Amount

Tax Amount

**Amount** 

| Expense Type      | Date       |                                     | Foreign<br>Amount    | Tax Amount     | Amount |
|-------------------|------------|-------------------------------------|----------------------|----------------|--------|
| 5) Commercial Air | 23/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001 |                      |                | 757.66 |
| Manual Prepaid    |            |                                     |                      |                | 757.66 |
| Porter Airlines   |            |                                     |                      |                |        |
|                   |            | Tot                                 | tal non-reimbursable | expenses (CAD) | 757.66 |

#### Reimbursable Expenses

| Expense Type                   | Date       |   | Foreign<br>Amount | Tax Amount        | Amount |
|--------------------------------|------------|---|-------------------|-------------------|--------|
| 11) Taxi  From meeting place t | 25/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                   | ON*HST 1.93       | 16.07  |
|                                | ·          |   | Total reimbursab  | le expenses (CAD) | 18.00  |

#### **Tax Coding Summary**

| HST                      | Total<br>Amount |
|--------------------------|-----------------|
| 10600 - 0070 - 0000 8050 | 1.93            |

# **Financial Coding Summary**

| Financial Coding                    | Total<br>Excl. Tax | Total<br>Incl. Tax |
|-------------------------------------|--------------------|--------------------|
| 51496 - 282202 - 0070 - PBJ2 - 2001 | 773.73             | 775.66             |

#### **Approval History**

| Date And Time       | Approver         | Approval Status | Comment |
|---------------------|------------------|-----------------|---------|
| 29/11/2016 10:12:59 | Myriam Montreuil | Approved        |         |

Traveller Name

Caitlin Workman

**Submit Date** 

29/11/2016

Signature

Submitted on behalf of the Traveller.

**Delegate Name** 

Amanda Herault

**Submit Date** 

29/11/2016

Signature

Recommender Name

Myriam Montreuil

**Recommended Date** 

29/11/2016

Signature

Certified pursuant to section 34 of the Financial Administration Act.

**Approver Name** 

Marlo Raynolds

DEC - 8 2016

**Approval Date** 

| Processor Name |  |
|----------------|--|
| Processed Date |  |
| Signature      |  |

# Travel Request

Travel Request Name: Toronto - 25 November 2016

Traveller Name:

Caitlin Workman

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M2 - Outside Headquarters - No

Overnight

Trip Purpose:

Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

Alternative To Travel:

Personal attendance required

Travel Start Date:

25/11/2016

**Travel End Date:** 

25/11/2016

Approval Status:

Approved

**Primary Location:** 

**Secondary Location:** 

Online TAN:

AMC409637

Fiscal Year:

2016-2017

Travel Outside Default

Division:

N

Blanket Travel Authority No

Applied:

**Vendor Code:** 

**Custom Field 1:** 

**Custom Field 2:** 

**Custom Field 3:** 

Custom Field 4:

Custom Field 5:

Event:

Comments:

Toronto - 25 November 2016

**Travel Request Summary** 

**Expense Summary** 

Total non-reimbursable expenses:

0.00

Total reimbursable expenses:

20.00

20.00

**Advance Summary** 

Travel advance:

0.00

#### Reimbursable Expenses

| Expense Type |                                     | Amount |
|--------------|-------------------------------------|--------|
| 11) Taxi     | 51496 - 282202 - 0070 - PBJ2 - 2001 | 20.00  |

Total reimbursable expenses

20.00

# **Financial Coding Summary**

| Financial Coding                    | Total<br>Excl. Tax | Total<br>Incl. Tax |
|-------------------------------------|--------------------|--------------------|
| 51496 - 282202 - 0070 - PBJ2 - 2001 | 20.00              | 20.00              |

#### **Approval History**

| Date And Time       | Approver       | Approval Status | Comment |
|---------------------|----------------|-----------------|---------|
| 29/11/2016 09:34:15 | Marlo Raynolds | Approved        |         |

| Itinerary | Details |
|-----------|---------|
|-----------|---------|

PNR:

Trip Status:

Quoted

Traveller Type:

Minister's Exempt Staff

**Primary Trip Purpose:** 

Key Stakeholder Engagement -

Meetings

Total Itinerary Cost (CAD) 0.00

#### **Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

Traveller Name

Caitlin Workman

**Submit Date** 

29/11/2016

Signature

Submitted on behalf of the Traveller.

**Delegate Name** 

Amanda Herault

**Submit Date** 

29/11/2016

Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** 

Mario Raynolds

**Approval Date** 

29/11/2016

# McCORD TRAVEL MANAGEMENT

# **Invoice**

HON, CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE

GATINEAU, QC K1A 0H3

**CANADA** 

Passenger(s) WORKMAN/CAITLIN

Invoice No: 485299 Invoice Date: 23 Nov 2016

Client No: Agent: PNR:

. M

| FLI              | GHT INF            | ORMATION           |           |                           |              |              |                |            |
|------------------|--------------------|--------------------|-----------|---------------------------|--------------|--------------|----------------|------------|
| <b>A/L</b>       | FLIGHT             | DEPART DATE/TIME   | ARRIVAL D | ATE/TIME                  | ITINERA      | RY           |                |            |
| PD               | 00214              | 25Nov16 09:30 am   | 25Nov16 1 |                           |              |              | ONTO BILLY BI  |            |
| PD               | 00241              | 25Nov16 05:00 pm   | 25Nov16 0 | 5:56 pm                   | TORON        | TO BILLY BIS | HOP ARPT - O   | TTAWA INTL |
| REF              | ERENCE             | / SALE DESCRIPTION |           |                           | BASE<br>FARE | GST/<br>HST  | OTHER<br>TAXES | TOTAL      |
| POF              | RTER AIF           | RLINES !           |           |                           | 511.00       | 77.52        | 85.24          | 673.76     |
| BSP CANADA, IATA | A, IATA 0065810608 |                    |           | 79.90                     | 4.00         | 0.00         | 83.90          |            |
|                  |                    |                    |           | Total Fares:              |              |              |                | 590.90     |
|                  |                    |                    |           | Total Taxes:              |              |              |                | 85.24      |
|                  |                    |                    |           | Total GST/H               | ST:          |              |                | 81.52      |
|                  |                    |                    |           | Invoice Total Payment(s): |              |              |                | 757.66     |
|                  |                    |                    | 23 Nov 16 | Credit Card               |              |              |                | 673.76     |
|                  |                    |                    | 23 Nov 16 | Credit Card               |              |              |                | 83.90      |
|                  |                    |                    |           | Total Payme               | ents:        |              |                | 757.66     |
|                  |                    |                    |           | Balance Du                | e (CAD):     |              |                | 0.00       |

+++ AIR TICKET PLUS SERVICE FEE ( ECONOMY CLASS FARE) +++

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.





s.19(1)

# RECEIPT

Cab No. H.S.T.

**Expense Type** 

**Date** 

# **Expense Report Statement**

Expense Report Name: To accompany the Minister at the Toronto Board of Trade Speech in Toronto, Ontario - 25 November 2016

| in Ioronto, Ontar                | io - 25 November 2016                       |        |
|----------------------------------|---|--------|
| Traveller Name:                  | Caitlin Workman                             |        |
| TIN:                             |   |        |
| Prepared By:                     | Amanda Herault                              |        |
| Policy Module:                   | M2 - Outside Headquarters - No<br>Overnight |        |
| Trip Purpose:                    | Key Stakeholder Engagement -<br>Meetings    |        |
| Other Trip Purpose:              |   |        |
| Travel Request Name:             | Toronto - 25 November 2016                  |        |
| Travel Start Date:               | 25/11/2016                                  |        |
| Travel End Date:                 | 25/11/2016                                  |        |
| ER Approval Status:              | Approved                                    |        |
| Primary Location:                |   |        |
| Secondary Location:              |   |        |
| Online TAN:                      | AMC409637                                   |        |
| Fiscal Year:                     | 2016-2017                                   |        |
| Travel Outside Default Division: | N   |        |
| Vendor Code:                     |   |        |
| Event:                           |   |        |
| Comments:                        |   |        |
| Expense Report Sur               | mmary                                       |        |
| Expense Summary                  |   |        |
| Total allocated expense          | 9 <b>s</b> :                                | 775.66 |
| (Minus) Total non-reimbu         | rsable expenses :                           | 757.66 |
| Total reimbursable expe          | enses :                                     | 18.00  |
| Total due traveller :            |   | 18.00  |
| Non-Reimbursable B               | Expenses                                    |        |

**Amount** 

Foreign

**Amount** 

**Tax Amount** 

| Expense Type      | Date       |                                     | Amount                | Tax Amount     | Amount |
|-------------------|------------|-------------------------------------|-----------------------|----------------|--------|
| 5) Commercial Air | 23/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001 |                       |                | 757.66 |
| Manual Prepaid    |            |                                     |                       |                | 757.66 |
| Porter Airlines   |            |                                     |                       |                |        |
|                   |            |                                     |                       |                |        |
|                   |            | Т                                   | otal non-reimbursable | expenses (CAD) | 757.66 |

# Reimbursable Expenses

| Expense Type            | Date       |   | Foreign<br>Amount | Tax Amount         | Amount |
|-------------------------|------------|---|-------------------|--------------------|--------|
| 11) Taxi                | 25/11/2016 | 51496 - 282202 - 0070 - PBJ2 - 2001<br>10600 - 0070 - 0000 8050 |                   | ON*HST 1.93        | 16.07  |
| From meeting place to a | irport     |   | Total reimbursab  | ole expenses (CAD) | 18.00  |

# **Tax Coding Summary**

|                          | Total  |
|--------------------------|--------|
| HST                      | Amount |
| 10600 - 0070 - 0000 8050 | 1.93   |

# **Financial Coding Summary**

|                                     | Total     | l Total   |  |
|-------------------------------------|-----------|-----------|--|
| Financial Coding                    | Excl. Tax | Incl. Tax |  |
| 51496 - 282202 - 0070 - PBJ2 - 2001 | 773.73    | 775.66    |  |

# **Approval History**

| Date And Time       | Approver         | Approval Status | Comment |
|---------------------|------------------|-----------------|---------|
| 09/12/2016 12:52:51 | Myriam Montreuil | Approved        |         |
| 08/12/2016 15:35:56 | Marlo Raynolds   | Approved        |         |
| 29/11/2016 10:12:59 | Myriam Montreuil | Approved        |         |

I certify that the amounts included in this Expense Report were incurred on authorized government business travel. **Traveller Name** Caitlin Workman **Submit Date** 29/11/2016 Signature Submitted on behalf of the Traveller. Amanda Herault **Delegate Name Submit Date** 29/11/2016 Signature **Recommender Name** Myriam Montreuil **Recommended Date** 29/11/2016 Signature Certified pursuant to section 34 of the Financial Administration Act. **Approver Name** Marlo Raynolds

08/12/2016

**Approval Date** 

**Processor Name** 

Myriam Montreuil

**Processed Date** 

09/12/2016

# **Expense Report Statement**

Expense Report Name: To attend COP22 with the Minister in Marrakech - November 2016

| Travel | ler N | ame: |
|--------|-------|------|
|--------|-------|------|

Jon-Paul Jepp

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M4 - International - Overnight Stay

Trip Purpose:

Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

Travel Request Name:

Marrakech - November 2016

Travel Start Date:

12/11/2016

Travel End Date:

20/11/2016

**ER Approval Status:** 

Approval Required

**Primary Location:** 

Secondary Location:

Online TAN:

AMC458029

Fiscal Year:

2016-2017

**Travel Outside Default** 

N

Division:

Vendor Code:

**Event:** 

Comments:

#### **Expense Report Summary**

**Expense Summary** 

Total allocated expenses :

7,063.73

(Minus) Total non-reimbursable expenses :

6,299.31

Total reimbursable expenses:

764.42

Total due traveller :

764.42

Non-Reimbursable Expenses

Expense Type

Date

Foreign

Amount

Tax Amount

**Amount** 

| Expense Type                                      | Date           |  | Foreign<br>Amount Tax Amou           | nt Amount   |
|---|----------------|--|--------------------------------------|-------------|
| 16) Commercial<br>Accommodation<br>Manual Prepaid | 18/11/2016     | 51495 - 285100 - 0070 - PBJ2 - 2001<br>471063 - A-000941.001 | -                                    | 1,648.14    |
| Other   |                |  |                                      |             |
| 5) Commercial Air<br>Manual Prepaid               | 31/10/2016     | 51495 - 285100 - 0070 - PBJ2 - 2001<br>471063 - A-000941.001 | -                                    | 4,651.17    |
| Air Canada  |                |  |                                      |             |
| Air Canada / Lufthansa /                          | Royal Air Marc | oc   |                                      |             |
|   |                |  | Total non-reimbursable expenses (CAI | 0) 6,299.31 |

# Reimbursable Expenses

| Expense Type   | Date       |  | Foreign<br>Amount | Tax Amoun  | t Amount |
|--|------------|--|-------------------|------------|----------|
| 11) Taxi   | 20/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001<br>10600 - 0070 - 0000 8050 |                   | ON*HST 4.3 | 36.61    |
| From airport to home   |            |  |                   |            |          |
| 16) Commercial Accommodation Hilton International              | 20/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001                             | 165.00<br>(GBP)   |            | 286.16   |
| 2) Allowance: Meals,<br>Incidentals & Private<br>Accommodation | 19/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001                             | 41.15<br>(GBP)    |            | 68.57    |
|  | 19/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001                             | 12.87<br>(GBP)    |            | 21.44    |
| Allowance: Meals,     Incidentals & Private     Accommodation  | 18/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001                             | 1,695.96<br>(MAD) |            | 228.87   |

| Expense Type                                | Date          |  | Foreign<br>Amount  | Tax Amount         | Amount             |
|---|---------------|--|--------------------|--------------------|--------------------|
|   | 18/11/2016    | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001 |                    |                    | 43.52              |
|   |               |  | 322.49<br>(MAD)    |                    | 43.52              |
| Allowance: Meals,     Incidentals & Private | 20/11/2016    | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001 |                    |                    | 31.17              |
| Accommodation                               |               |  | 18.60<br>(GBP)     |                    | 31.17              |
| Misc transportation charges                 | 13/11/2016    | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001 |                    |                    | 43.69              |
| on <b>u</b> rgoo                            |               |  | 30.00<br>(EUR)     |                    | 43.69              |
|   |               |  | Total reimbursable | expenses (CAD)     | 764.42             |
| Tax Coding Summary                          | 1             |  |                    |                    |                    |
| нѕт   |               |  |                    |                    | Total<br>Amount    |
| 10600 - 0070 - 0000 8                       | 050           |  |                    |                    | 4.39               |
| Financial Coding Sur                        | nmary         |  |                    |                    |                    |
| Financial Coding                            |               |  |                    | Total<br>Excl. Tax | Total<br>Incl. Tax |
| 51495 - 285100 - 0070 - I                   | PBJ2 - 2001 - | 471063 - A-000941.001  |                    | 7,059.34           | 7,063.73           |

# **Approval History**

| Date And Time | Approver | Approval Status | Comment   |
|---------------|----------|-----------------|-----------|
| Date And Time | Applovei | Applotal Status | COMMISSIN |

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

| Traveller Name                | Jon-Paul Jepp                             |
|-------------------------------|---|
| Submit Date                   | JAN. 9/2017                               |
| Signature                     | Mego                                      |
| Recommender Name              | Myriam Montreuil                          |
| Recommended Date              |   |
| Signature                     |   |
| Certified pursuant to section | n 34 of the Financial Administration Act. |
| Approver Name                 | Mario Raynolds                            |
| Approval Date                 | JAN 1 2 2017                              |
| Signature                     |   |
| Processor Name                |   |
| Processed Date                |   |

# **Travel Request**

Travel Request Name: Marrakech - November 2016

Traveller Name:

Jon-Paul Jepp

TIN:

Prepared By:

Amanda Herault

Policy Module:

M4 - International - Overnight Stay

Trip Purpose:

Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

Alternative To Travel:

Personal attendance required

**Travel Start Date:** 

12/11/2016

Travel End Date:

20/11/2016

**Approval Status:** 

Approved

**Primary Location:** 

**Secondary Location:** 

**Online TAN:** 

AMC458029

Fiscal Year:

2016-2017

**Travel Outside Default** 

Division:

.....

**Bianket Travel Authority** No Applied:

Vendor Code:

Custom Field 1: Custom Field 2:

Custom Field 3:

Custom Field 4:

**Custom Field 5:** 

Event:

Comments:

Marrakech - November 2016

**Travel Request Summary** 

Total reimbursable expenses

1,895.13

**Expense Summary** 

Total non-reimbursable expenses:

0.00

Total reimbursable expenses:

1,895.13

1,895.13

**Advance Summary** 

Travel advance:

0.00

#### Reimbursable Expenses

| Expense Type  |                                     | Amount   |
|---|-------------------------------------|----------|
| 11) Taxi  | 51495 - 285100 - 0070 - PBJ2 - 2001 | 50.00    |
| 16) Commercial Accommodation  Hilton International        | 51495 - 285100 - 0070 - PBJ2 - 2001 | 1,000.00 |
| Allowance: Meals, Incidentals &     Private Accommodation | 51495 - 285100 - 0070 - PBJ2 - 2001 | 795.13   |
| 8) Misc transportation charges                            | 51495 - 285100 - 0070 - PBJ2 - 2001 | 50.00    |
| Baggage fee   |                                     |          |

#### **Financial Coding Summary**

|   | Total<br>I. Tax | Total<br>Incl. Tax |
|---|-----------------|--------------------|
| 51495 - 285100 - 0070 - PBJ2 - 2001 1,8 | 95.13           | 1,895.13           |

#### **Approval History**

| Date And Time       | Approver       | Approval Status | Comment |
|---------------------|----------------|-----------------|---------|
| 06/12/2016 11:04:46 | Marlo Raynolds | Approved        |         |

#### **Itinerary Details**

PNR:

Trip Status:

Quoted

Traveller Type:

Minister's Exempt Staff

Primary Trip Purpose:

Key Stakeholder Engagement -

Meetings

Total Itinerary Cost (CAD) 0.00

#### **Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** 

Jon-Paul Jepp

**Submit Date** 

06/12/2016

Signature

Submitted on behalf of the Traveller.

**Delegate Name** 

Amanda Herault

**Submit Date** 

06/12/2016

Signature

Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** 

Mario Raynolds

**Approval Date** 

06/12/2016

# McCORD TRAVEL MANAGEMENT accès à l'information.

# **Invoice**

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE GATINEAU, QC K1A 0H3

CANADA

Passenger(s) JEPP/JONPAUL MR

Invoice No: 482291 Invoice Date: 31 Oct 2016

Client No: Agent: PNR:

| FLI | FLIGHT INFORMATION |                  |                   |                                  |  |  |  |
|-----|--------------------|------------------|-------------------|----------------------------------|--|--|--|
| A/L | FLIGHT             | DEPART DATE/TIME | ARRIVAL DATE/TIME | ITINERARY                        |  |  |  |
| AC  | 00455              | 12Nov16 02:00 pm | 12Nov16 03:07 pm  | OTTAWA INTL - TORONTO PEARSON    |  |  |  |
| AC  | 00872              | 12Nov16 05:05 pm | 13Nov16 06:30 am  | TORONTO PEARSON - FRANKFURT INTL |  |  |  |
| AC  | 00889              | 20Nov16 12:05 pm | 20Nov16 02:55 pm  | LONDON HEATHROW - OTTAWA INTL    |  |  |  |

| REFERENCE / SALE DESCRIPTION   | BASE<br>FARE               | GST/<br>HST  | OTHER<br>TAXES | TOTAL              |
|--|----------------------------|--------------|----------------|--------------------|
| Ticket # 9566213342 for JEPP/JONPAUL MR<br>BSP CANADA, IATA 0065775153 | 2,466.00<br>79.00          | 3.51<br>3.95 | 710.31<br>0.00 | 3,179.82<br>82.95  |
|  | Total Fares: Total Taxes:  | 0.00         | 0.00           | 2,545.00<br>710.31 |
|  | Total GST/HST:             |              |                | 7.46               |
|  | invoice Total: Payment(s): |              |                | 3,262.77           |
| 31 Oct 16  | Credit Card                |              |                | 3,179.82           |
| 31 Oct 16  | Credit Card                |              |                | 82.95              |
|  | Total Payments:            |              |                | 3,262.77           |
|  | Balance Due (CAD):         |              |                | 0.00               |

+++ AIR TICKET PLUS SERVICE FEE ( LATITUDE ECONOMY CLASS FARE) +++

TKT: 014 9566 213342 NAME: JEPP/JONPAULMR CC:

ISSUED: 31OCT16 FOP: 000102

PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982

USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN

USED AC 455 B 12NOV YOWYYZ 0200P OK OFFE 1

USED AC 872 O 12NOV YYZFRA 0505P OK OFFE 2

USED AC 889 V 20NOV LHRYOW 1205P OK VLW4RCE 4

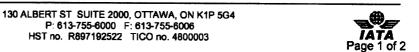
NVB20NOV NVA20NOV

FARE: CAD 2466.00 TAX: 25.91 CA TAX: 3.51 RC TAX: 684.40 XT TOTAL: CAD 3179.82 REFUNDABLE-REFUNDABLE-CXLFEE )> -CHGFEE

12NOV YOW AC X/YTO AC FRA Q YOWFRA11.62 1389.05/-LO N AC YOW Q11.62 498.13NUC1910.42END ROE1.29081 XT 4 70.00YQ 119.30GB 68.10UB 27.00SQ TOUR CODE: ATL1 RLOC 1V

>





# Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

# McCORD TRAVEL MANAGEMENT

# Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE

GATINEAU, QC K1A 0H3

**CANADA** 

Passenger(s) JEPP/JONPAUL MR

Invoice No: 482291

Invoice Date: 31 Oct 2016

Client No: Agent: PNR:

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.





# McCORD TRAVEL MANAGEMENT

# Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

CANADA

Passenger(s) JEPP/JONPAUL MR

Invoice No: 481851

Invoice Date: 27 Oct 2016

Client No:

Agent: PNR:

#### **FLIGHT INFORMATION**

| A/L  | FLIGHT    | DEPART DATE/TIME      | ARRIVAL D | ATE/TIME                     | ITINERA          | RY          |                  |                  |  |
|------|-----------|-----------------------|-----------|------------------------------|------------------|-------------|------------------|------------------|--|
| LH   | 01332     | 13Nov16 10:40 am      | 13Nov16 0 | 1:25 pm                      | FRANKFURT INTL - |             | MARRAKECH MENARA |                  |  |
| REF  | ERENCE    | E / SALE DESCRIPTION  | ٧         |                              | BASE<br>FARE     | GST/<br>HST | OTHER<br>TAXES   | TOTAL            |  |
| Tick | et # 9566 | 6168616 for JEPP/JONE | AUL MR    |                              | 801.00           | 0.00        | 163.50           | 964.50           |  |
|      |           |                       |           | Total Fares:<br>Total Taxes: |                  |             |                  | 801.00<br>163.50 |  |
|      |           |                       |           | Invoice Tota Payment(s):     |                  |             |                  | 964.50           |  |
|      |           |                       | 27 Oct 16 | Credit Card                  |                  |             |                  | 964.50           |  |
|      |           |                       |           | Total Payme                  | nts:             | ****        |                  | 964.50           |  |
|      |           |                       |           | Balance Due                  | e (CAD):         |             |                  | 0.00             |  |

+++ AIR TICKET ( ECONOMY CLASS FARE) +++
+++ SERVICE FEE ON INVOICE 482291 +++

#### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

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Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.





# McCORD TRAVEL MANAGEMENT

# Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE

GATINEAU, QC K1A 0H3

**CANADA** 

Passenger(s) JEPP/JONPAUL MR

Invoice No: 482292

Invoice Date: 31 Oct 2016 Client No:

Agent:

PNR:

#### **FLIGHT INFORMATION**

| <b>A/L</b>                              | FLIGHT | DEPART DATE/TIME     | ARRIVAL DATE/TIME          | ITINERA      | RY          |   |                 |
|---|--------|----------------------|----------------------------|--------------|-------------|---|-----------------|
| AT                                      | 00804  | 19Nov16 02:40 pm     | 19Nov16 06:15 pm           | MARRAI       | KECH MENA   | RA - LONDON I                           | HEATHROW        |
| REF                                     | ERENCE | E / SALE DESCRIPTION | ı                          | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES                          | TOTAL           |
| Ticket # 9566213343 for JEPP/JONPAUL MR |        |                      | AUL MR                     | 351.00       | 0.00        | 72.90                                   | 423.90          |
|   |        |                      | Total Fares<br>Total Taxes |              |             |   | 351.00<br>72.90 |
|   |        |                      | Invoice To<br>Payment(s    |              |             | *************************************** | 423.90          |
|   |        |                      | 31 Oct 16 Credit Card      | •            |             |   | 423.90          |
|   |        |                      | Total Payn                 | nents:       |             |   | 423.90          |

Balance Due (CAD):

+++ AIR TICKET ( ECONOMY CLASS FARE)+++ +++ SERVICE FEE ON INVOCIE 482291+++

TKT: 147 9566 213343 NAME: JEPP/JONPAUL MR

CC:

PH:

FOP:C ISSUED: 31OCT16 -000103 PSEUDO: 2GU4 PLATING CARRIER: AT ISO: CA IATA: 67502982 USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN USED AT 804 K 19NOV RAKLHR 0240P OK KA0W0U1A

FARE: MAD 2590 TAX: 46.70 YQ TAX: 13.60 A9

TAX: 12.60 MA TOTAL: CAD 423.90 AT ONLY/SUBJECT TO SPL CONDITIONS

19NOV RAK AT LON 266.32NUC266.32END ROE9.72129

RLOC 1V

)>

1A 6VV772

#### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.







0.00



JON-PAUL JEPP

Room Number

214 /K1

Arrival Date

19/11/2016 19:27:00

Departure Date

20/11/2016

Adult/Child

1/0

Room Rate

165.00 GBP

Rate Plan

L-GO

AL:

Hhonors #

VAT#

917 8760 84

Confirmation Number: 3295642071

VAT INVOICE:18729795

Folio No/Che

HILTON LONDON HEATHROW AIRPORT HOTEL 20/11/2016 09:41:49

Tax Date YOUR P/O# 20/11/2016

| DATE | DESCRIPTION | ID | REF NO | GUEST   | CREDIT | BALANCE |
|------|-------------|----|--------|---------|--------|---------|
|      |             |    |        | CHARGES |        |         |

19/11/2016

**GUEST ROOM** 

6751481

£165.00

20/11/2016

VS

6752055

-£207.63

BALANCE

£0.00

TAX SUMMARY

Taxable Amount (excl VAT)

£170 46

Zero Rated Amount

£0 00

**VAT AT 20%** Non Taxable Amount £34.09

£3.08

Total Amount Payable 360.09 CAD was paid at the exchange rate of 1.7343

£207.63

Cardholder has chosen to pay in CAD. This transaction is based on Reuters wholesale interbank exchange rate plus 3 percent international conversion margin. This is not and additional fee and replaces currency conversion charges normally applied. My choice is final. Transactions can also be conducted in GBP. The currency conversion service is provided by FEXCO.

You have earned approximately 2153 Hilton HHonors points for this stay. Hilton HHonors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 3,900

Guest Signature

Please debit my account by the amount indicated above

CREDIT CARD DETAIL

APPR CODE

447085

MERCHANT ID

5422688

CARD NUMBER

VS '

EXP DATE

06/18

TRANSACTION ID

6752055

TRANS TYPE

Sale

Page: 1

#### HILTON LONDON HEATHROW AIRPORT

Terminal 4 Heathrow Airport | Hounslow | Middlesex | TW6 3AF | United Kingdom

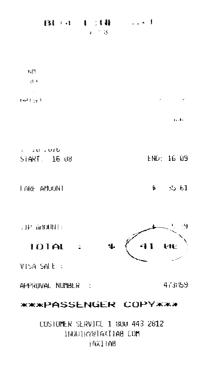
T: +44 (0)208 759 7755 | F: +44 (0)208 759 7579 | E: frontoffice.heathrow@hilton.com hilton.com/heathrow

Adda Hotels t/a Hilton London Heathrow Airport Registered Office | Adda Hotels | Maple Court Central Park | Reeds Crescent | Watford | Hertfordshire | WD24 4QQ | England Incorporated in England

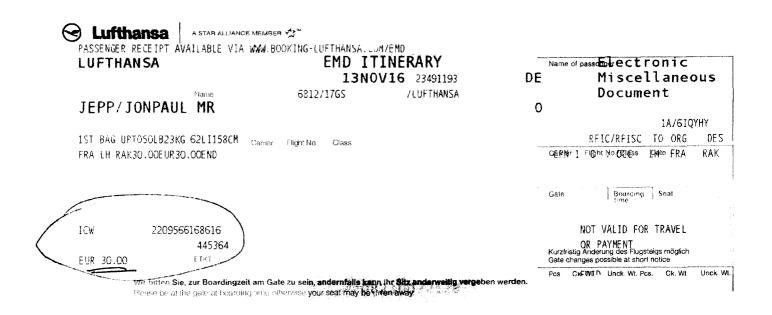
Company Registration No. 879456 | VAT No. 917 8760 84



| Traveler Name:  | JON       | -Pau         | LÆ             | PP   |  |  |
|---|-----------|--------------|----------------|------|--|--|
| Location:   |           | ARRA<br>OWDC | akech<br>av    | 1    |  |  |
| Dates of travels:   | λX        | V. 12        | -20,           | 2016 |  |  |
| Meals and incidentals:  | В         | L            | D <sub>2</sub> | Inc. |  |  |
| Monday (14(4.)  |           | V            | V              | 1    |  |  |
| Tuesday ((5/1-)   |           |              | V              |      |  |  |
| Wednesday (1644)  |           | V            | 1              |      |  |  |
| Thursday (צור)  |           | V            |                |      |  |  |
| Friday (1814)   |           | 1            |                | V    |  |  |
| Saturday (KH)   |           |              | V              |      |  |  |
| Sunday (1044)   | V         |              | 1              |      |  |  |
| Hotel receipt(s)  |           | 280          | فالده          |      |  |  |
| Taxi receipts   | 41.00     |              |                |      |  |  |
| Miscellanious receipts  | 20,49 EUR |              |                |      |  |  |
| Traveler Signature  | 7         | XX           | RU             | Y    |  |  |
|   |           | 10           | 11             |      |  |  |
| Please do not include meals that were provided during this trip |           |              |                |      |  |  |







View Linked Transactions

Out of Pocket Expenses: Copy

#### Out of Pocket Expenses: Details

Out of Pocket Expense: 18/11/2016

\$272.41 CAD ( Original Amount 2.018.56 MAD)

| Expenses  | Coding   | Approval  | Summary                               |                                       |                               |                                  |   |                         |
|---|--|---|---------------------------------------|---------------------------------------|-------------------------------|----------------------------------|---|-------------------------|
| ) Allowance                                     | e: Meals, incident   | tals & Private  | Accommodat                            | ion                                   |                               |                                  |   |                         |
| estimate cos<br>p to 10 unique<br>ou have saved | pe relates to the costs on travel requests, destinations in a sind this entry. Use the 2 travel onwards in a s | or to record the a<br>gle trip. If your trip<br>(a) Allowance: Me | ctual out of pock<br>covers more that | et expense amou<br>an 10 unique desti | nt on expense<br>nations, add | e reports. One<br>another instan | form covers allow<br>ce of this expense | ances for<br>type after |
| nter the date i                                 | ange of travel.  |   |                                       |                                       |                               |                                  |   |                         |
| tart Date                                       | End Date   | 9   |                                       |                                       |                               |                                  |   |                         |
| 12/11/2016                                      | 18/11/2  | 016   |                                       |                                       |                               |                                  |   |                         |
| elect the mea                                   | ls/incidentals/accomn  | nodation allowand   | ces you want to c                     | daim and click Cal                    | culate Allowa                 | nces.                            |   |                         |
| Date  | Country / Locati   | on  |                                       | Breakfast                             | Lunch                         | Dinner                           | Incidentals                             | Private<br>Accommoda    |
| 12/11/2016                                      | Morocco - All oth  | ner locations   |                                       |                                       |                               |                                  |   |                         |
| 13/11/2016                                      | Morocco - All ott  | her locations   |                                       | D                                     |                               | lacksquare                       |   |                         |
| 14/11/2016                                      | Morocco - All oth  | her locations   |                                       |                                       |                               | Ø                                | Z                                       |                         |
| 15/11/2016                                      | Morocco - All oth  | her locations   |                                       |                                       | $\mathbf{\Xi}$                | $\mathbf{Z}$                     |   |                         |
| 16/11/2016                                      | Morocco - All ot   | her locations   |                                       | ο.                                    | $\mathbf{Z}$                  | $   \overline{\mathbf{Z}} $      |   |                         |
| 17/11/2016                                      | Morocco - All oth  | ner locations   |                                       |                                       | Ø                             |                                  |   |                         |
| 18/11/2016                                      | Morocco - All ot   | her locations   |                                       |                                       | Ø                             |                                  | Ø                                       |                         |
| Calculate Al                                    | lowances   |   |                                       |                                       |                               |                                  |   |                         |
| ummary  |  |   |                                       |                                       |                               |                                  |   |                         |
|   | Location   | Meals   | Incidentals F                         | Private Accommo                       | dation                        |                                  |   |                         |
| Country   | Lucation   | Media   |                                       |                                       |                               |                                  |   |                         |

https://sts-svp.spendvision.com/main/Transaction\_l.asp?transaction\_ref=C1120161206ui... 06/12/2016

View Linked Transactions Out of Pocket Expenses Copy

# Out of Pocket Expenses: Details

<

| Jut of Pocket Expe   | nse: 19/11/2016   |  |  |   |                                |             |  |               |
|--|---|--|--|---|--------------------------------|-------------|--|---------------|
| Amount:  |   | ginal Amount £0  | 00 GBP)  |   |                                |             |  |               |
| fleals and incidenta   | ils: Marrakech-Londo  | n - 19 NOV   |  |   |                                |             |  |               |
| Expenses   | Coding A  | Approval   | Summary  |   |                                |             |  |               |
| 2) Allowance:  | Meals, Incidentals  | & Private Ace  | commodatio   | n   |                                |             |  |               |
| Use this to estima<br>allowances for up<br>this expense type | e relates to the cost of r<br>te costs on travel requi<br>to 10 unique destination<br>after you have saved the<br>acord costs from the 31 | ests, or to record<br>ons in a single trip<br>his entry. Use the | the actual out on the second of the second out o | of pocket exper<br>vers more than<br>:: Meals, Incide | nse amount on<br>10 unique des | expense rep | orts. One form cov<br>d another instance | ers/          |
| Enter the date ran   | ge of travel  |  |  |   |                                |             |  |               |
| Start Date   | End Date  |  |  |   |                                |             |  |               |
| 19/11/2016   | 19/11/2016  |  |  |   |                                |             |  |               |
| Date   | Country / Location  |  |  | Breakfast   | Lunch                          | Dinner      | incidentals                              | Priva<br>Acco |
| 19/11/2016   | Morocco - All other lo  | ocations   |  |   | $\mathbf{Z}$                   |             |  |               |
| 19/11/2016   | United Kingdom - Lor  | ndon   |  |   |                                | Ø           |  |               |
| Calculate Allow  | ances and a second  |  |  |   |                                |             |  |               |
| Summary  |   |  |  |   |                                |             |  |               |
| Country  | Location  | Meals  | Incidentals  | Private Acc   | ommodation                     |             |  |               |
| United Kingdom   | London  | 68.57  | 0.00   |   | 0.00                           |             |  |               |
| Morocco  | All other locations   | 3 21.44  | 0.00   |   | 0.00                           |             |  |               |
|  |   |  |  |   |                                | ( \$        | Save Cance                               | el            |

 $https://sts-svp.spendvision.com/main/transaction\_l.asp?transaction\_ref=C1120161206qpj... \\ \hspace{0.2cm} 06/12/20161206qpj... \\ \hspace{0.2cm} 06/12/2016qpj... \\ \hspace{0.2cm} 06/12/2016qpj...$ 

# Out of Pocket Expenses: Details

View Linked Transactions
Out of Pocket Expenses: Copy

Out of Pocket Expense: 20/11/2016

Amount: \$31 17 CAD (Original Amount £18.60 GBP)

Meals and incidentals: London (UK)

| Complete of the control of the contr |        |          |         |
|--|--------|----------|---------|
| Expenses   | Coding | Approval | Summary |

#### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

| Start Date |           | End Date   |  |  |
|------------|-----------|------------|--|--|
| 20/11/2016 | <b>##</b> | 20/11/2016 |  |  |

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

| Date           | Country / Location      | Breakfast | Lunch | Dinner | ln |
|----------------|-------------------------|-----------|-------|--------|----|
| 20/11/2016     | United Kingdom - London | ✓         |       |        |    |
| Calculate Allo | owances                 |           |       |        |    |

#### Summary

| Country        | Location | Meals | Incidentals | Private Accommodation |           |
|----------------|----------|-------|-------------|-----------------------|-----------|
| United Kingdom | London   | 31.17 | 0.00        | 0.00                  |           |
|                |          |       |             | Delete Sar            | ve Cancel |

https://sts-svp.spendvision.com/main/Transaction\_l.asp?transaction\_ref=C1120161206vj... 06/12/2016

>



# 10-Year Currency Converter

Important Notice: Effective 1 March 2017, Bank of Canada exchange rates are changing

For more information, see the related press release (http://www.bankofcanada.ca/2016/12/bank-canada-announces-details-forthcoming-changes-) , calculation methodology (http://www.bankofcanada.ca/2016/12/calculation-methodology-foreign-exchange-rates/) and background information (http://www.bankofcanada.ca/rates/exchange/upcoming-changes-published-bank-canada-foreign-exchange-rates/) .

#### Terms and Conditions

All Bank of Canada exchange rates are indicative rates only, obtained from averages of aggregated price quotes from financial institutions. Please read our full Terms and Conditions (http://www.bankofcanada.ca/terms/#fx-rates) for details.

Conversions are based on Bank of Canada nominal noon exchange rates, which are published each business day at about 12:30 ET.

View or save this data in: SDMX, XML, CSV

#### View data for the past:

- 1 week
- · 2 weeks
- 1 month
- 3 months
- 6 months
- 1 year

# 1.00 CAD (Canadian Dollar)

#### MAD (Moroccan dirham)

**Low** 2016-11-14 7.3584 **High** 2016-11-21 7.4906

| Date       | MAD = Moroccan dirham | Exchange rate   |               |             |
|------------|-----------------------|-----------------|---------------|-------------|
| 2016-11-11 | Bank holiday          | Bank holiday    | 13/11: 6.1359 | 0.2699÷2 =  |
| 2016-11-14 | 7.36 MAD              | 7.3584 [0.1359] | 18/11: 0.1340 | 3. 2011 . 0 |
| 2016-11-15 | 7.42 MAD              | 7.4184 [0.1348] |               | 0.13495     |
| 2016-11-16 | 7.46 MAD              | 7.4627 [0.1340] |               |             |
| 2016-11-17 | 7.47 MAD              | 7.4738 [0.1338] |               |             |

http://www.bankofcanada.ca/rates/exchange/10-year-converter/?lookupPage=lookup\_curr... 06/12/2016

| Date       | MAD = Moroccan dirham | Exchange rate   |
|------------|-----------------------|-----------------|
| 2016-11-18 |                       | 7.4627 [0.1340] |
| 2016-11-21 | 7.49 MAD              | 7.4906 [0.1335] |

#### See Also

Daily Currency Converter (http://www bankofcanada ca/rates/exchange/daily-converter/)

## Why is the Currency I'm Looking for Not Listed Here?

The Bank currently collects data for about 55 foreign currencies. This data is intended primarily for people with a research interest in foreign exchange markets, and represents a sampling of currencies from various regions. It is not meant to be an exhaustive listing of all world currencies.

# Are the Exchange Rates Shown Here Accepted by Canada Revenue Agency?

Yes. The Agency accepts Bank of Canada exchange rates as the basis for calculations involving income and expenses that are denominated in foreign currencies.

## Jon-Paul Japp Travel Claim Marrakech from November 12 to November 20, 2016

|         |                          |           |         |             |        | OTHER TR | LACKSON I | ATTOR    | TOTAL          |          | HOTEL        |            | T        | HOTEL PAID C  | ENTRALLY | 1         |       | PREADA | 21          | I          | LUNCH         |          |            | DWHER         |                 | TOTAL MEALS | <u></u>    | MCIDENTALS    |          | TOTAL MEALS & |                             |                |
|---------|--------------------------|-----------|---------|-------------|--------|----------|-----------|----------|----------------|----------|--------------|------------|----------|---------------|----------|-----------|-------|--------|-------------|------------|---------------|----------|------------|---------------|-----------------|-------------|------------|---------------|----------|---------------|-----------------------------|----------------|
| COUNTRY | DATES                    | Departure | Arreal  | ARFARE      | Amount |          |           | Total CA | TRANSPORTATION | Amount   | fathange rat | a Tetal CA | Amend    | factores rate |          | TOTAL HOT | Ameu  |        | ple Total C | Amount     | Escharge rate | Tetal CA | Arrest     | Inchange rate | Total CA        |             | Amount     | Enchange rate | Yotel CA | INCIDENTALS   | Accepted Enchange (MA Total | CA Description |
| pronto  | 12/11/2016               | 2:00 PM   | 3:07 PM | \$ 4,651 1/ |        | 1        | 5         |          | \$ 4,651 17    |          |              | 5          | 1        |               | 5        | 15        | 1     | 1      | 15          | 1          | 1 1           | •        | l          | 1 1           | ?               | l?          | 1          |               | 13       | )             |                             |                |
|         | 12/11/2015               | 5:05 PM   |         |             | 1      | 1        | 5         |          | 5              |          |              | 5          | 1        | 1             | 5        | 15        | 1     | 1      | 15          | ı          | 1             | :        | l          |               | ?               | 12          | 1          | 1             | 7        | 2             |                             | 1              |
|         | 13/11/2016               | - 1       | 6:30 AM |             | 1      | 1        | 1 5       |          | 5              |          | 1            | 15         | l        |               | 3        |           | ـاـ   | ı      | 15          | [          | 1             | ?        | MAD 224 00 | 0 1350        | 5 30.24         | \$ 30.24    | ı          | į .           | 5        | \$ 3024       | ءًا ا                       | - 1            |
| makeck  | 13/11/2016               | 10:40 AM  | 1:25 PM |             | C 3000 | ) 1.     | 4563 5    | 43 89    | \$ 43.89       |          | 1            | 15         | \$274.69 | 1,0000        |          |           |       | 1      | 12          | MAD 160 00 | 0 1350        |          | MAD 224 00 |               |                 |             | MAD 151 28 | D 1350        | 5 21.77  |               | ا ا                         | 1              |
| 1       | 14/11/2016               | İ         |         |             | l      |          | 13        |          | 1              |          | i            | 13         | \$274.69 | 1,0000        |          |           |       | 1      | 16          | MAD 160 00 | 0 1350        |          | MAD 224 DO |               |                 | \$ 51.84    |            | 1             | 5 .      | \$ 51.84      |                             |                |
| 1       | 15/11/2016               | - 1       |         |             | 1      | 1        | 13        |          | 13             |          | 1            | 1          | \$274.69 | 1.0000        |          |           |       |        | 1 5         | MAD 180 00 |               |          | MAD 224 00 |               |                 | \$ 51.84    | 1          | 1             | 5 -      | \$ 5184       | 5                           |                |
| - 1     | 16/11/2016               | - 1       |         |             | l      |          | 1:        |          | i              |          | 1            | 16         | \$274.69 | 1.0000        |          |           |       | 1      | 5           | MAD 160.00 | 0 1350        | \$ 21.60 | 1          | 1 1           | \$ -            | \$ 21.60    | · <b>I</b> |               | \$ .     | \$ 21.60      |                             | - 1            |
| - 1     | 17/11/2016<br>18/11/2016 | 1         |         |             | l      | 1        | - 13      |          | <b>1</b>       |          | ļ            | 5          | 5274.69  | 1.0000        |          |           | es e  | 1      | 5           | MAD 160 00 | 0 1350        | \$ 21.60 | l          | 1 1           | 5 -             | \$ 21.60    | MAD 161 28 | 8 1350        | \$ 21.77 | \$ 43 37      |                             | 1              |
| nden    | 19/11/2016               | 2:40 PM   | 6:15 PM |             | ı      | 1        | 15        |          | š              | £ 165 00 | 1 734        | 3 \$286 16 | Ι΄       |               | 5        | \$ 286    | 16    | 1      | <b>S</b> -  | MAD 160 00 | 0 1340        | \$ 21.44 | E 41 15    | 1 6664        | \$ <b>62.57</b> | \$ 90.01    | · [        | (             | 15       | 5 90 01       |                             | - 1            |
| -       | 20/11/2016               | 12:05 PM  | 2:55 PM |             | 5 410  | 1        | 0000 \$   | 41 00    | \$ 41.00       |          | 1            | 5          | 1        | 1             | \$       | 5         | £18 6 | 16     | 760 \$31.17 | 1          | 1             | ş        | 1          | 1 1           | 5               | 31.17       | '          | 1             | 13       | \$ 31.17      |                             | 1              |
| - 1     |                          |           | 1       |             | 1      |          | 5         |          | 5              |          | 1            | 5          | 1        |               | 5        | 5         | - 1   | 1      | 15          | l'         | l i           | •        | ı          | 1 1           | ?               | }           | 1          | i             | ;        | 12            |                             | ı              |
| - 1     |                          | j         |         |             | l      |          | 5         |          | \$             |          | 1            | 15         | İ        |               | 5        | 15        | - 1   | 1      | 13          | ı          | 1 1           | :        | 1          | 1             | :               | 12          | 1          |               |          | :             |                             | 1              |
| - 1     | ı                        | - 1       |         |             |        |          | 1 5       |          | 1              |          | 1            | 15         | l        | 1             | 13       | 12        | - 1   | 1      | 13          | ļ          | 1 1           | :        | 1          | 1 1           | •               | l c         | 1          |               | ś        | s             | 5                           | 1              |
| - 1     | - 1                      | - 1       |         |             | l      |          | 15        |          | [ <u> </u>     |          | 1            | 13         | l        | 1             | 12       | 12        | - 1   | ı      | 16          | 1          | 1             | •        | ĺ          | 1             | 5               | š           | 1          | 1             | 5        | ś             | ا ا                         | 1              |
| 1       | - 1                      | - 1       |         |             | 1      | 1        | 13        |          | :              |          | 1            | 12         | l        | 1 1           | 1.       | 16        | 1     | 1      | ١٠          | l          | 1 1           | š        | l          | 1             | \$              | 5           | l          |               | 5        | 5             | l Is                        | 1              |
| •       |                          | 1         |         |             | 1      | 1        | 1:        |          | 1              |          | 1            | 1:         | 1        | 1             | 15       | lí        | - 1   | 1      | 5           | ı          | 1 1           | 5        | l          | 1 1           | 5               | 5           | 1          |               | \$       | 5             | 5                           | 1              |
| - 1     | - 1                      | i         |         |             |        |          | 16        |          | ا              |          | 1            | 5          | 1        |               | 5        | 5         | -     | 1      | 5           | 1          | ! [           | 5        | 1          | 1 1           | \$              | 1 5         | ı          | 1             | 5        | 5             | 5                           | i              |
| - 1     | - 1                      | 1         |         |             | ı      | ]        | - 17      |          | i l            |          | !            | 14         | I        |               | 1        | 15        |       | 1      | 1 5         | 1          | 1 1           | \$       | I          | 1             | 5               | [ 5         | I          | L             | 15       | \$            | 115                         |                |

| AVERAGE CHICHANGE BA | TE USED FOR MEALS A | AD PICONIAL | S (BASED ON BANK OF CANADA NATES) |
|----------------------|---------------------|-------------|-----------------------------------|
|                      | Arrenal             | Departure   | Average auchange rate used        |
| O and                | 11/11/7016          | 18/11/2016  |                                   |
| Corbonn cuts         | 0.1350              | 01340       | 0.1350                            |

Hotel paid by International Affairs Branch 6 nights@\$274 6

|                |           |           |             |            | Not reenbo | مورموري طشره  |                      |        | Reminis   | able cupes | 145   |          |           |          |            |         |                  |
|----------------|-----------|-----------|-------------|------------|------------|---------------|----------------------|--------|-----------|------------|-------|----------|-----------|----------|------------|---------|------------------|
| S area         | Panitotal | TAN       | Corporation | Arroad     | Plane      | Prepaid Notal | Other transportation | Higher | kocidenti | Brea       | 11    |          | Dimer     |          | Total Main |         | otal Tremi Causa |
| IEPP, Ion-Paul | MIND      | AMC458029 | 12/11/2016  | 20/11/2016 | \$4,651.17 | 5 1,648.14    | 5 84.89              | \$ 2   | ML16 5 4  | 55 \$      | 31.17 | \$179.44 | \$ 140.53 | <u> </u> |            | 76454 1 | 7,063.85         |

I have reviewed and approved this report.

Confirm that I stayed at the Sevoy Le Grand Hotel for 6 nights in Marrakech I understand that the amount of \$764.54 is going to be deposited into my bank account as a reimbursement for travel to COP 22. All small amount differences may be attributed to the rounding of exchange rates.

## Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To attend COP22 with the Minister in Marrakech - November 2016

Nom du voyageur:

Jon-Paul Jepp

NIV:

Préparé par:

Amanda Herault

**Module Politique:** 

M4 : International - avec nuitée

Motif du voyage:

Engagement principal des parties -

Réunions

Autre objet du voyage:

Nom de la demande de

Marrakech - November 2016

voyage:

Date de début du

12/11/2016

déplacement:

Date de fin du

20/11/2016

déplacement:

État d'autorisation du

Autorisation requise

rapport de dépenses:

Emplacement principal:

Emplacement secondaire:

NAV en ligne:

AMC458029

Fiscal Year:

2016-2017

**Travel Outside Default** 

Division:

Code fournisseur:

Événement:

Commentaires:

### Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées : 7,063.73

(Moins) Total des dépenses non remboursables : 6,299.31

Total des dépenses remboursables : 764.42

Montant total dû voyageur : 764.42

Dépenses non remboursables

|                            |                | Montant  |          |
|----------------------------|----------------|--|----------|
|                            |                | en<br>devise Montant de la                                     |          |
| Type de dépenses           | Date           | étrangère taxe   | Montant  |
| 16) Hébergement commercial | 18/11/2016     | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001 | 1,648.14 |
| Manual Prepaid             |                |  | 1,648.14 |
| Other                      |                |  |          |
| 5) Avion commercial        | 31/10/2016     | 51495 - 285100 - 0070 - PBJ2 - 2001 -                          | 4,651.17 |
| Manual Prepaid             |                | 471063 - A-000941.001  |          |
|                            |                |  | 4,651.17 |
| Air Canada                 |                |  |          |
| Air Canada / Lufthansa /   | Royal Air Marc | oc   |          |
|                            |                | Total des dépenses non remboursables (CAD)                     | 6,299.31 |

## Dépenses remboursables

|                            |            |  | Montant<br>en  |         |       |         |
|----------------------------|------------|--|----------------|---------|-------|---------|
|                            |            |  | devise         | Montant | de la |         |
| Type de dépenses           | Date       |  | étrangère      |         | taxe  | Montant |
| 11) Taxi                   | 20/11/2016 | 471063 - A-000941.001  |                | ON*TVH  | 4.39  | 36.61   |
|                            |            | 10600 - 0070 - 0000 8050                                       |                |         |       | 41.00   |
| From airport to home       |            |  |                |         |       |         |
| 16) Hébergement commercial | 20/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001 |                |         |       | 286.16  |
|                            |            | ,  | 165.00         |         |       | 286.16  |
| Hilton International       |            |  | (GBP)          |         |       | 200.10  |
|                            |            |  |                |         |       |         |
| 2) Indemnités pour         | 19/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -                          |                |         |       | 68.57   |
| hébergement, repas et      |            | 471063 - A-000941.001  |                |         |       |         |
| frais accessoires          |            |  | 41.15          |         |       | 68.57   |
|                            |            |  | (GBP)          |         |       |         |
|                            | 19/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -                          |                |         |       | 21.44   |
|                            |            | 471063 - A-000941.001  |                |         |       |         |
|                            |            |  | 12.87<br>(GBP) |         |       | 21.44   |

| Type de dépenses                            | Date       | Montant<br>en devise Montant de la<br>étrangère taxe           | Montant          |
|---|------------|--|------------------|
| 2) Indemnités pour<br>hébergement, repas et | 18/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001 | 228.87           |
| frais accessoires                           |            | 1,695.96<br>(MAD)  | 228.87           |
|   | 18/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001 | 43.52            |
|   |            | 322.49<br>(MAD)  | 43.52            |
| Indemnités pour     hébergement, repas et   | 20/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001 | 31.17            |
| frais accessoires                           |            | 18.60<br>(GBP)   | 31.17            |
| Frais de transport divers                   | 13/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001 | 43.69            |
| divolo                                      | -          | 30.00<br>(EUR)   | 43.69            |
|   |            | Total des dépenses remboursables (CAD)                         | 764.42           |
| Récapitulatif codes d                       | le taxes   |  |                  |
| тvн   |            |  | Montant<br>total |
| 10600 - 0070 - 0000 8                       | :050       |  | 4.39             |

## Résumé des codes financiers

| Codes financiers  | Total HT<br>Taxe | Total<br>TTC Taxe |
|---|------------------|-------------------|
| 51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001 | 7,059.34         | 7,063.73          |

### Historique d'autorisation

| Date et heure Approbateur | État d'autorisation | Commentaire |
|---------------------------|---------------------|-------------|
|---------------------------|---------------------|-------------|

## **Signatures**

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entrainées par des voyages pour affaires officielles.

| Nom du voyageur                                    | Jon-Paul Jepp                                       |
|--|---|
| Date de soumission                                 |   |
| Signature  |   |
| Nom de l´émetteur de la<br>recommandation          | Myriam Montreuil                                    |
| Date recommandée                                   |   |
| Signature  |   |
| Certifié conforme à l'article                      | 34 de la Loi sur la gestion des finances publiques. |
| Nom de l'approbateur                               | Marlo Raynolds                                      |
| Date d´autorisation                                |   |
| Signature  |   |
| Nom de la personne<br>responsable du<br>traitement |   |
| Date de traitement                                 | <del></del>   |
| Signature  |   |

## **Expense Report Statement**

Expense Report Name: To attend COP22 in Marrakech - November 2016

**Traveller Name:** 

Catherine McKenna

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M4 - International - Overnight Stay

Trip Purpose:

Core Mandate - Conferences

Other Trip Purpose:

Travel Request Name:

Marrakech - November 2016

**Travel Start Date:** 

13/11/2016

Travel End Date:

20/11/2016

**ER Approval Status:** 

Approval Required

**Primary Location:** 

**Secondary Location:** 

Online TAN:

AMC422400

Fiscal Year:

2016-2017

**Travel Outside Default** 

N

Division:

**Vendor Code:** 

Event:

Comments:

#### **Expense Report Summary**

**Expense Summary** 

Total allocated expenses:

5,784.28

(Minus) Total non-reimbursable expenses:

5,506.56

Total reimbursable expenses:

277.72

Total due traveller :

277.72

Non-Reimbursable Expenses

Expense Type

Date

Foreign

**Amount** 

**Tax Amount** 

**Amount** 

| Expense Type                       | Date           |  | Foreign<br>Amount      | Tax Amount       | Amount   |
|------------------------------------|----------------|--|------------------------|------------------|----------|
| 16) Commercial<br>Accommodation    | 18/11/2016     | 51497 - 285100 - 0070 - PBJ2 - 2001<br>471063 - A-000941.001 | -                      |                  | 1,373.45 |
| Manual Prepaid                     |                |  |                        |                  | 1,373.45 |
| Other                              |                |  |                        |                  |          |
| 5) Commercial Air                  | 29/10/2016     |  | -                      |                  | 4,133.11 |
| Manual Prepaid                     |                | 471063 - A-000941.001  |                        |                  | 4,133.11 |
| Air Canada                         |                |  |                        |                  |          |
| Air Canada - Economy /<br>Business | Royal Air Moro | occo - Business / Easy Jet / Air Canada                      | -                      |                  |          |
|                                    |                |  | Total non-reimbursable | e expenses (CAD) | 5,506.56 |

### Reimbursable Expenses

| Expense Type  | Date       |  | Foreign<br>Amount Tax Amount      | Amount |
|---|------------|--|-----------------------------------|--------|
| Allowance: Meals,     Incidentals & Private     Accommodation | 19/11/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001 | 1,695.96<br>(MAD)                 | 228.87 |
| Allowance: Meals,<br>Incidentals & Private<br>Accommodation   | 20/11/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001 | 29.15<br>(GBP)                    | 48.85  |
|   |            |  | Total reimbursable expenses (CAD) | 277.72 |

### **Tax Coding Summary**

## **Financial Coding Summary**

| Financial Coding  | Total<br>Excl. Tax | iotai<br>Incl. Tax |
|---|--------------------|--------------------|
| 51497 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001 | 5,784.28           | 5,784.28           |

| Date And Time                 | Approver                                   | Approval Status                   | Comment       |
|-------------------------------|--|-----------------------------------|---------------|
| Signatures                    |  |                                   |               |
| I certify that the amounts i  | ncluded in this Expense Report were inc    | urred on authorized government bu | siness travel |
| Traveller Name                | Catherine McKenna                          |                                   |               |
| Submit Date                   | JAN 1 6 2017                               |                                   |               |
| Signature                     | Come                                       |                                   |               |
| Recommender Name              | Myriam Montreuil                           |                                   |               |
| Recommended Date              |  |                                   |               |
| Signature                     |  |                                   |               |
| Certified pursuant to section | on 34 of the Financial Administration Act. |                                   |               |
| Approver Name                 | Mario Raynolds                             |                                   |               |
| Approval Date                 | JAN 1 6 2017                               |                                   |               |
| Signature                     | 1///N                                      |                                   |               |
| Processor Name                |  |                                   |               |
| Processed Date                |  |                                   |               |
|                               |  |                                   |               |

**Approval History** 

Signature

## **Travel Request**

Travel Request Name: Marrakech - November 2016

Traveller Name:

Catherine McKenna

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M4 - International - Overnight Stay

Trip Purpose:

Core Mandate - Conferences

Other Trip Purpose:

Alternative To Travel:

Personal attendance required

**Travel Start Date:** 

13/11/2016

Travel End Date:

20/11/2016

**Approval Status:** 

Approved

**Primary Location:** 

Secondary Location:

Online TAN:

AMC422400

Fiscal Year:

2016-2017

**Travel Outside Default** 

Division:

Blanket Travel Authority No

Applied:

Vendor Code:

**Custom Field 1:** 

**Custom Field 2:** 

**Custom Field 3:** 

Custom Field 4:

**Custom Field 5:** 

Event:

Comments:

Marrakech - November 2016

**Travel Request Summary** 

Total non-reimbursable expenses:

0.00

Total reimbursable expenses:

1,707.31

1,707.31

**Advance Summary** 

Travel advance:

0.00

### Reimbursable Expenses

Expense Type Amount

16) Commercial Accommodation

51497 - 285100 - 0070 - PBJ2 - 2001 - -

1,000.00

Hilton International

2) Allowance: Meals, Incidentals &

51497 - 285100 - 0070 - PBJ2 - 2001 - -

707.31

Private Accommodation

Total reimbursable expenses 1,707.31

#### **Financial Coding Summary**

Financial Coding Total Excl. Tax Incl. Tax

51497 - 285100 - 0070 - PBJ2 - 2001 - -

1,707.31 1,707.31

### **Approval History**

Date And Time Approver Approval Status Comment

07/12/2016 13:31:38

Marlo Raynolds

Approved

#### **Itinerary Details**

PNR:

Trip Status:

Quoted

Traveller Type:

Minister

Primary Trip Purpose:

Core Mandate - Conferences

Total Itinerary Cost (CAD) 0.00

### **Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** 

Catherine McKenna

**Submit Date** 

07/12/2016

Signature

Submitted on behalf of the Traveller.

**Delegate Name** 

Amanda Herault

**Submit Date** 

07/12/2016

Signature

Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** 

Mario Raynoids

**Approval Date** 

07/12/2016

Signature

## **Invoice**

HON. CATHERINE MCKENNA

MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

GATINEAU, QC K1A 0H3

**CANADA** 

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 482203

Invoice Date: 29 Oct 2016

Client No: Agent:

PNR:

#### **FLIGHT INFORMATION**

| <b>A/L</b> | FLIGHT             | DEPART DATE/TIME    | ARRIVAL D  | ATE/TIME                                    | ITINERA      | RY          |                |                          |
|------------|--------------------|---------------------|------------|---|--------------|-------------|----------------|--------------------------|
| AC         | 00834              | 13Nov16 06:00 pm    | 13Nov16 0  | 7:15 pm                                     | TORON        | TO PEARSON  | N - MONTREAL   | DORVAL                   |
| REF        | ERENCE             | E / SALE DESCRIPTIO | N          |   | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL                    |
|            | et # 9566<br>RY MS | 168757 for MCKENNA  | /CATHERINE |   | 100.00       | 17.18       | 32.12          | 149.30                   |
|            | CANAD              | A, IATA 0065775108  |            |   | 39.90        | 2.00        | 0.00           | 41.90                    |
|            |                    |                     |            | Total Fares:<br>Total Taxes:<br>Total GST/H |              |             |                | 139.90<br>32.12<br>19.18 |
|            |                    |                     |            | Invoice Total                               |              |             |                | 191.20                   |
|            |                    |                     | 29 Oct 16  | Credit Card                                 |              |             |                | 149.30                   |
|            |                    |                     | 29 Oct 16  | Credit Card                                 |              |             |                | 41.90                    |
|            |                    |                     |            | <b>Total Paym</b>                           | ents:        |             |                | 191.20                   |
|            |                    |                     |            | Balance Du                                  | e (CAD):     |             |                | 0.00                     |

+++ AIR TICKET PLUS SERVICE FEE ( TANGO ECONOMY CLASS FARE) +++

TKT: 014 9566 168757 NAME: MCKENNA/CATHERINEMARYMS

CC:

FF: ISSUED: 29OCT16 FOP:

PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982 USE CRIFLT CLS DATE BRDOFF TIME STIF/B FARE CPN USED AC 834 A 13NOV YYZYUL 0600P OK A14ZLTGA **NVB13NOV NVA13NOV** 

FARE: CAD 100.00 TAX: 7.12 CA TAX: 17.18 RC TAX: 25.00 SQ TOTAL: CAD 149.30 AC ONLY-NON-REF-CHGE FEE

13NOV YTO AC YMQ Q3.00Q3.00 94.00CAD100.00END

)> TOUR CODE: THANKU5

**RLOC 1V** 





## Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE

GATINEAU, QC K1A 0H3

CANADA

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 482203

Invoice Date: 29 Oct 2016 Client No:

Agent:

PNR:

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.



## Invoice

HON. CATHERINE MCKENNA

MIN. OF ENVIRONMENT & CLIMATE CHANGE

200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

**CANADA** 

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 482479

Invoice Date: 1 Nov 2016

Client No: Agent:

PNR:

#### **FLIGHT INFORMATION**

| A/L  | FLIGHT | DEPART DATE/TIME                          | ARRIVAL D | ATE/TIME                                      | ITINERA           | RY           |                |                                    |
|------|--------|---|-----------|---|-------------------|--------------|----------------|------------------------------------|
| AT   | 00209  | 13Nov16 09:15 pm                          | 14Nov16 0 | 8:40 am                                       | MONTRI            | AL DORVAL    | - CASABLAN     | CA MOHAME                          |
| REF  | ERENCE | : / SALE DESCRIPTION                      | L         |   | BASE<br>FARE      | GST/<br>HST  | OTHER<br>TAXES | TOTAL                              |
| Tick |        | A, IATA 0065775155<br>213414 for MCKENNA/ | CATHERINE |   | 39.50<br>2,812.00 | 1.98<br>1.25 | 0.00<br>183.40 | 41.48<br>2,996.65                  |
|      |        |   |           | Total Fares Total Taxes Total GST/ Total QST: | s:<br>HST:        |              |                | 2,851.50<br>180.91<br>3.23<br>2.49 |
|      |        |   |           | Invoice To<br>Payment(s                       |                   |              |                | 3,038.13                           |
|      |        |   | 01 Nov 16 | Credit Card                                   | j                 |              |                | 41.48                              |
|      |        |   | 01 Nov 16 | Credit Card                                   | ·                 |              |                | 2,996.65                           |
|      |        |   |           | Total Payr                                    |                   |              |                | 3,038.13                           |
|      |        |   |           | <b>Balance D</b>                              | ue (CAD):         |              |                | 0.00                               |

+++ AIR TICKET PLUS SERVICE FEE (BUSINESS CLASS FARE) +++

TKT: 147 9566 213414 NAME: MCKENNA/CATHERINE MARY MS CC:

ISSUED: 01NOV16 FOP:

PSEUDO: 2GU4 PLATING CARRIER: AT ISO: CA IATA: 67502982 USE CRIFLT CLS DATE BROOFF TIME STIF/B FARE CPN USED AT 209 J 13NOV YULCMN 0915P OK JAOW0YMA

FARE: CAD 2812.00 TAX: 25.91 CA TAX: 1.25 XG

TAX: 157.49 XT TOTAL: CAD 2996.65

13NOV YMQ AT CAS 2178.47NUC2178.47END ROE1.29081 XT 130.00YQ 25.00SQ 2.49XQ

RLOC 1V

1A 6PB9LB







## **Invoice**

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE

GATINEAU, QC K1A 0H3

CANADA

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 482479 Invoice Date: 1 Nov 2016

Client No:

Agent:

PNR:

#### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

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## Invoice

HON. CATHERINE MCKENNA

MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

**CANADA** 

Invoice No: 482293

Invoice Date: 31 Oct 2016

Client No: Agent:

PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

#### **FLIGHT INFORMATION**

| <b>A/L</b> | FLIGHT             | DEPART DATE/TIME     | ARRIVAL D | ATE/TIME                 | ITINERA      | RY          |                |           |
|------------|--------------------|----------------------|-----------|--------------------------|--------------|-------------|----------------|-----------|
| AT         | 00403              | 14Nov16 10:20 am     | 14Nov16 1 | 1:10 am                  | CASABL       | ANCA MOHA   | MED V MAR      | RAKECH ME |
| REF        | ERENCE             | : / SALE DESCRIPTION | <b>.</b>  |                          | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL     |
|            | et # 9566<br>RY MS | 213344 for MCKENNA/0 | CATHERINE |                          | 203.00       | 0.00        | 10.40          | 213.40    |
|            |                    |                      |           | Total Fares              | :            |             |                | 203.00    |
|            |                    |                      |           | <b>Total Taxes</b>       | :            |             |                | 10.40     |
|            |                    |                      |           | Invoice Tot<br>Payment(s |              |             |                | 213.40    |
|            |                    |                      | 31 Oct 16 | Credit Card              | -            |             |                | 213.40    |
|            |                    |                      |           | Total Paym               | ents:        |             |                | 213.40    |
|            |                    |                      |           | Balance De               | ue (CAD):    |             |                | 0.00      |

+++ AIR TICKET ( ECONOMY CLASS FARE) +++
+++ SERVICE FEE ON INVICE 482479 +++

TKT: 147 9566 213344 NAME: MCKENNA/CATHERINE MARY MS

CC:

ISSUED: 31OCT16 FOP:

PSEUDO: 2GU4 PLATING CARRIER: AT ISO: CA IATA: 67502982 USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN USED AT 403 B 14NOV CMNRAK 1020A OK BOWD 1

FARE: MAD 1500 TAX: 10.40 MA TAX: TAX: TOTAL: CAD 213.40

14NOV CAS AT RAK Q240 1260MAD1500END RLOC 1V

>





## Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE GATINEAU, QC K1A 0H3

CANADA

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 482293

Invoice Date: 31 Oct 2016

Client No: Agent: PNR:

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

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If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.





## Invoice

HON, CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE GATINEAU, QC K1A 0H3

**CANADA** 

**FLIGHT INFORMATION** 

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 483951 Invoice Date: 13 Nov 2016

Client No: Agent: PNR:

| A/L | FLIGHT DEPART DATE/TIME                 |                      | DEPART DATE/TIME ARRIVAL DATE/TIME | ITINERARY                         |              |                |                 |  |  |
|-----|---|----------------------|------------------------------------|-----------------------------------|--------------|----------------|-----------------|--|--|
| U2  | 08894 19Nov16 12:00 pm 19Nov16 03:40 pm |                      |                                    | MARRAKECH MENARA - LONDON GATWICK |              |                |                 |  |  |
| REF | ERENCI                                  | E / SALE DESCRIPTION |                                    | BASE<br>FARE                      | GST/<br>HST  | OTHER<br>TAXES | TOTAL           |  |  |
|     | SYJET<br>P CANAD                        | A, IATA 0065776016   |                                    | 460.00<br>39.90                   | 0.00<br>2.00 | 0.00<br>0.00   | 460.00<br>41.90 |  |  |

41.90 Total Fares: 499.90 **Total Taxes:** 0.00 Total GST/HST: 2.00 **Invoice Total:** 501.90 Payment(s): 13 Nov 16 Credit Card 460.00 13 Nov 16 Credit Card 41.90 **Total Payments:** 501.90

**Balance Due (CAD):** 0.00

+++ AIR TICKET PLUS SERVICE FEE +++

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

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## **Invoice**

HON. CATHERINE MCKENNA

MIN, OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

**CANADA** 

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 482294

Invoice Date: 31 Oct 2016

Client No: Agent:

PNR:

| FLI  | GHT INF | ORMATION                                 |           |                      |                  |              |                |                  |
|------|---------|--|-----------|----------------------|------------------|--------------|----------------|------------------|
| A/L  | FLIGHT  | DEPART DATE/TIME                         | ARRIVAL I | DATE/TIME            | ITINERA          | RY           |                |                  |
| AT   | 00804   | 19Nov16 02:40 pm                         | 19Nov16 ( | 06:15 pm             | MARRA            | CECH MENAI   | RA - LONDON    | HEATHROW         |
| REF  | ERENCE  | : / SALE DESCRIPTION                     | ١         |                      | BASE<br>FARE     | GST/<br>HST  | OTHER<br>TAXES | TOTAL            |
| Tick |         | A, IATA 0065775156<br>213345 for MCKENNA | CATHERINE |                      | 39.50<br>-304.00 | 1.98<br>0.00 | 0.00<br>-72.90 | 41.48<br>-376.90 |
| Tick |         | 213345 for MCKENNA                       | CATHERINE |                      | 304.00           | 0.00         | 72.90          | 376.90           |
|      |         |  |           | Total Fares          | :                |              |                | 39.50            |
|      |         |  |           | Total Taxes          | :                |              |                | 0.00             |
|      |         |  |           | Total GST/I          | HST:             |              |                | 1.98             |
|      |         |  |           | Penalties:           |                  |              |                | 147.00           |
|      |         |  |           | Invoice To Payment(s |                  |              |                | 188.48           |
|      |         |  | 31 Oct 16 | Credit Card          | •                |              |                | 41.48            |
|      |         |  | 13 Nov 16 | Credit Card          |                  |              |                | -229.90          |
|      |         |  | 31 Oct 16 | Credit Card          |                  |              |                | 376.90           |
|      |         |  |           | Total Payn           | -                |              |                | 188.48           |
|      |         |  |           | Balance D            | ue (CAD):        |              |                | 0.00             |

+++ TICKET REFUNDED/ LESS PENALTY AND SERVICE FEE +++

TKT: 147 9566 213345 NAME: MCKENNA/CATHERINE MARY MS

CC:

ISSUED: 31OCT16 FOP:

010754 PSEUDO: 2GU4 PLATING CARRIER: AT ISO: CA IATA: 67502982 USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN RFND AT 804 H 19NOV RAKLHR 0240P OK HA0W0U1A

FARE: MAD 2245 TAX: 46.70 YQ TAX: 13.60 A9 TAX: 12.60 MA TOTAL: CAD 376.90

AT ONLY/SUBJECT TO SPL CONDITIONS

19NOV RAK AT LON 230.62NUC230.62END ROE9.72129

RLOC 1V

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## **Invoice**

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE GATINEAU, QC K1A 0H3 CANADA

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 482294 Invoice Date: 31 Oct 2016

Client No: Agent: PNR:

#### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

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## Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

CANADA

Passenger(s) MCKENNA/CATHERINE MARY MS

Invoice No: 481953 Invoice Date: 27 Oct 2016

> Client No: Agent: PNR:

| FL                    | IGHT INF | ORMATION             |                             |              |             |                |       |
|-----------------------|----------|----------------------|-----------------------------|--------------|-------------|----------------|-------|
| A/L                   | FLIGHT   | DEPART DATE/TIME     | ARRIVAL DATE/TIME           | ITINERA      | RY          |                |       |
| AC                    | 00889    | 20Nov16 12:05 pm     | 20Nov16 02:55 pm            | LONDO        | N HEATHRO   | W - OTTAWA IN  | ITL   |
| REF                   | ERENCE   | E / SALE DESCRIPTION |                             | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL |
| AIR CANADA 2169087635 |          | A 2169087635         |                             | 0.00         | 0.00        | 0.00           | 0.00  |
|                       |          |                      | Total Fares:                |              |             |                | 0.00  |
|                       |          |                      | Total Taxes:                |              |             |                | 0.00  |
|                       |          |                      | Involce Tota<br>Payment(s): |              |             |                | 0.00  |
|                       |          |                      | Balance Due                 | (CAD):       |             |                | 0.00  |

+++ AIR CANADA FLIGHT PASS PREPAID TICKET PLUS SERVICE FEE +++

EUROPE AND MOROCCO- EASTERN CANADA BUSINESS CLASS PASS REF 0140851377580
1 CREDIT USED
CANE MAY ELECHT CREDIT VALUED AT: 2755.00

ONE WAY FLIGHT CREDIT VALUED AT: 2765.00

PREPAID SERVICE FEE 34.00 PLUS 1.70 GST TTL 35.70

NAME: MCKENNA/CATHERINE MS TKT: 014 21 69087635 1

FF: REF: KKEHZE

CP CR FLT CL DATE BRD OFF TIME ST FARE BASIS BGA CPST 1. AC 889 C 20NOV16 LHR YOW 1205 OK CEXCONFP 2PC USED

FR: CAD 2224.30 TX: TX: GB 237.70

TX: XT 303.00

EQ:

TL: CAD 2765.00 FARE CALCULATION

20NOV16LON AC YOW2224.30CAD2224.30 END ROE1.00 XT67.80UB

235.20YQ

FOP: AGT67502980/001/MITC#00 FOP: NONREF BKLT-\*\*\*\*\*\*\*\*7580-1 END: BKLT 21NOV16/\*\*\*\*\*\*7580 62990476/27OCT16/YWGAWAC / WW

WINNIPEG /CANADA





## Invoice

HON, CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE GATINEAU, QC K1A 0H3 **CANADA** 

Invoice No: 481953 Invoice Date: 27 Oct 2016

Client No: Agent: PNR:

Passenger(s) MCKENNA/CATHERINE MARY MS

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

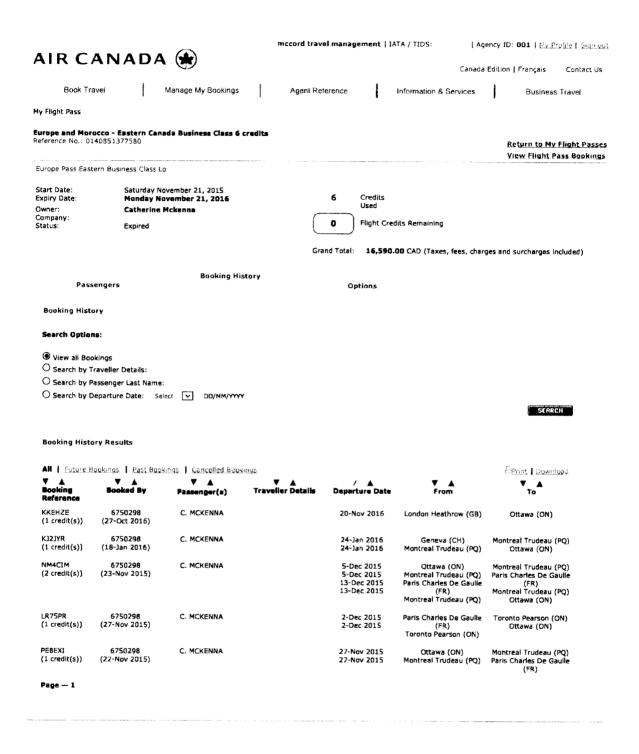
If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.





Flight booking Details

Page 1 of 1



|                        |    |      | -   |        |
|------------------------|----|------|-----|--------|
| Traveler Name:         | Mc | ¥е   | LNY | م      |
| Location:              | M  | 210  | cc  | 0      |
| Dates of travels:      | 13 | 111- | - L | 2   11 |
| Meals and Incidentals: | В  | L    | D   | Inc.   |
| Monday /4              |    | 7    | /   |        |
| Tuesday 15             |    | V    | /   |        |
| ا Wednesday            |    |      |     |        |
| Thursday 17            |    | /    | \   |        |
| Friday 18              |    | V    | \   |        |
| Saturday · 19          |    |      |     |        |
| Sunday 20              |    |      |     |        |
| Hotel receipt(s)       |    |      |     |        |
| Taxi receipts          |    | Nil  |     |        |
| Miscellanious receipts |    | Wil  |     |        |
| Traveler Signature     |    |      |     |        |

Please do not include meals that were provided during this trip

### Transaction

<

| Out of Poo   | ket Expenses:  | Details  |   |   |                                 |                                  |  | ked Transactions<br>t Expenses Copy |
|--|--|--|---|---|---------------------------------|----------------------------------|--|-------------------------------------|
| Amount:  | Expense: 19/11/2016<br>\$228 87 CAI<br>Marrakech (13-19 NO)  | D ( Original Amo<br>V)   | ount 1.696 00 N                                       | AAD)  |                                 |                                  |  | ,                                   |
| Expenses   | Coding   | Approval   | Summa   | у   |                                 |                                  |  |                                     |
| 2) Allowan   | ce: Meals, Incident  | als & Private  | Accommod  | lation  |                                 |                                  |  | ^                                   |
| This expense<br>to estimate c<br>up to 10 uniq<br>you have sav | e type relates to the cost<br>osts on travel requests,<br>ue destinations in a sing<br>red this entry Use the 2<br>of travel onwards in a si | t of meals, incide<br>or to record the<br>gle trip If your tr<br>a) Allowance: N | entals and nigh<br>actual out of p<br>rip covers more | nts with private accor<br>locket expense amou<br>e than 10 unique des | unt on expens<br>tinations, add | e reports. One<br>another instar | form covers allow<br>nce of this expense | ances for<br>type after             |
| Enter the dat  | e range of travel  |  |   |   |                                 |                                  |  |                                     |
| Start Date   | End Date   | •  |   |   |                                 |                                  |  |                                     |
| 13/11/2016   | 19/11/20   | 016  |   |   |                                 |                                  |  |                                     |
| Select the me  | eals/incidentals/accomm  | nodation allowar   | nces you want   | to claim and click Ca   | lculate Allowa                  | nces                             |  |                                     |
| Date   | Country / Location   | on   |   | Breakfast   | Lunch                           | Dinner                           | Incidentals                              | Private<br>Accommoda                |
| 13/11/2016   | Canada - Ontario   | •  |   |   |                                 | O                                |  |                                     |
| 14/11/2016   | Morocco - All oth  | er locations   |   |   | Ø                               | <b>?</b>                         |  |                                     |
| 15/11/2016   | Morocco - All oth  | er locations   |   |   | Ø                               | Z                                |  |                                     |
| 16/11/2016   | Morocco - All oth  | er locations   |   |   | Ø                               |                                  |  |                                     |
| 17/11/2016   | Morocco - All oth  | er locations   |   |   | Ø                               | Ø                                |  |                                     |
| 18/11/2016   | Morocco - All oth  | er locations   |   |   | Ø                               | Ø                                |  |                                     |
| 19/11/2016   | Morocco - All oth  | er locations   |   |   |                                 |                                  |  |                                     |
| Calculate A  | Allowances   |  |   |   |                                 |                                  |  |                                     |
| Summary  |  |  |   |   |                                 |                                  |  |                                     |
| Country  | Location   | Meals  | Incidentals   | Private Accommo   | odation                         |                                  |  |                                     |
| Canada   | Ontario  | 0.00   | 0 00  | C   | 0.00                            |                                  |  |                                     |
| Morocco  | All other locations  | 228.87   | 0.00  | (   | 00                              |                                  |  |                                     |

### **Transaction**

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| Out of Pocket I  | Expenses   | : Details  |   |  |                                   | Out                               | View Linked Tran of Pocket Expense       |               |
|--|--|--|---|--|-----------------------------------|-----------------------------------|--|---------------|
| Out of Pocket Expens<br>Amount:<br>Meals and inc.: Londo             | \$0 00 CAD   | )<br>( Original Amo                                    | ount £0 00 GB   | P)   |                                   | J.                                |  | ocp,          |
| Expenses   | Coding   | Approval   | Sum   | mary   |                                   |                                   |  |               |
| 2) Allowance: M  | eals, Incider  | ntals & Priva  | ate Accomn  | nodation   |                                   |                                   |  |               |
| Use this to estimate<br>allowances for up to<br>this expense type at | costs on travel<br>10 unique des<br>fter you have sa | requests, or to<br>tinations in a s<br>eved this entry | o record the ac<br>ingle trip. If yo<br>. Use the 2a) A | nights with private acco<br>ctual out of pocket exp<br>our trip covers more tha<br>Allowance: Meals, Incid<br>Is in a single location. | ense amount or<br>In 10 unique de | n expense repo<br>stinations, add | orts. One form cov<br>I another instance | ers           |
| Enter the date range   | e of travel  |  |   |  |                                   |                                   |  |               |
| Start Date   | End Da   | ite  |   |  |                                   |                                   |  |               |
| 20/11/2016   | 20/11/   | 2016   |   |  |                                   |                                   |  |               |
| Select the meals/inc   | cidentals/accom                                      | emodation allow  | wances you wa   | ant to claim and click C   | alculate Allowa                   | nces                              |  |               |
| Date (   | Country / Loca                                       | tion   |   | Breakfast  | Lunch                             | Dinner                            | Incidentals                              | Priva<br>Acco |
| 20/11/2016   | United Kingdor                                       | n - London   |   |  |                                   |                                   | V  |               |
| Calculate Allowa   | nces   |  |   |  |                                   |                                   |  |               |
| Summary  |  |  |   |  |                                   |                                   |  |               |
| Country  | Location   | Meals  | Incidentals   | Private Accommod   | lation                            |                                   |  |               |
| United Kingdom   | London   | 0.00   | 48.86   | 0.   | 00                                |                                   |  |               |
|  |  |  |   |  |                                   | 8                                 | Save Canox                               | el            |



## **10-Year Currency Converter**

#### Important Notice: Effective 1 March 2017, Bank of Canada exchange rates are changing

For more information, see the related press release (http://www.bankofcanada.ca/2016/12/bank-canada-announces-details-forthcoming-changes/), calculation methodology (http://www.bankofcanada.ca/2016/12/calculation-methodology-foreign-exchange-rates/) and background information (http://www.bankofcanada.ca/rates/exchange/upcoming-changes-published-bank-canada-foreign-exchange-rates/).

#### **Terms and Conditions**

All Bank of Canada exchange rates are indicative rates only, obtained from averages of aggregated price quotes from financial institutions. Please read our full Terms and Conditions (http://www.bankofcanada.ca/terms/#fx-rates) for details.

Conversions are based on Bank of Canada nominal noon exchange rates, which are published each business day at about 12:30 ET.

View or save this data in: SDMX, XML, CSV

### View data for the past:

- 1 week
- 2 weeks
- 1 month
- 3 months
- 6 months
- 1 year

## 1.00 CAD (Canadian Dollar)

#### MAD ( Moroccan dirham )

**Low** 2016-11-14 7.3584 **High** 2016-11-21 7.4906

| Date       | MAD = Moroccan dirham | Exchange rate   | ·                          |
|------------|-----------------------|-----------------|----------------------------|
| 2016-11-11 | Bank holiday          | Bank holiday    | 14/11: 0.1359 > 0.2699+2 = |
| 2016-11-14 | 7.36 MAD              | 7.3584 [0.1359] | 18/11: 0.1340              |
| 2016-11-15 | 7.42 MAD              | 7.4184 [0.1348] | 0.13495                    |
| 2016-11-16 | 7.46 MAD              | 7.4627 [0.1340] |                            |
| 2016-11-17 | 7.47 MAD              | 7.4738 [0.1338] |                            |

### 10-Year Currency Converter - Bank of Canada

| Date       | MAD = Moroccan dirham | Exchange rate   |
|------------|-----------------------|-----------------|
| 2016-11-18 | 7.46 MAD              | 7.4627 [0.1340] |
| 2016-11-21 | 7.49 MAD              | 7.4906 [0.1335] |

### See Also

Daily Currency Converter (http://www.bankofcanada.ca/rates/exchange/daily-converter/)

### Why is the Currency I'm Looking for Not Listed Here?

The Bank currently collects data for about 55 foreign currencies. This data is intended primarily for people with a research interest in foreign exchange markets, and represents a sampling of currencies from various regions. It is not meant to be an exhaustive listing of all world currencies.

# Are the Exchange Rates Shown Here Accepted by Canada Revenue Agency?

Yes. The Agency accepts Bank of Canada exchange rates as the basis for calculations involving income and expenses that are denominated in foreign currencies.

#### Catherine McKenne Travel Claim arrakech from November 13 to November 20, 2016

|                      |            |           |          |            |          | OTHER TRANS |     |     | TOTAL         |  | MOTEL |  | 7                                      | HOTEL PAID CEN | TRALLT   | <del></del> |       | -          | ANFAST          | - 1   |            | LUNCH          |          | 1           | 24444       |          | TOTAL    | T       | MODENTAL    |          | TOTAL MEALS &       | 1         | OTHERS         |                   | 3          |
|----------------------|------------|-----------|----------|------------|----------|-------------|-----|-----|---------------|--|-------|--|--|----------------|----------|-------------|-------|------------|-----------------|-------|------------|----------------|----------|-------------|-------------|----------|----------|---------|-------------|----------|---------------------|-----------|----------------|-------------------|------------|
| COUNTRY              | DATES      | Departure | Anna     | AIRFARE    |          | Inchange 18 |     |     | RANSPORTATION | Amount !                               |       | TOLK CA                                |  | Exchange rate  |          | TOTAL HO    | TEL A | nount isch | 10go - pez - 14 | MA KA | Amount     | ( schonge rate | teta CA  | Amoun!      | intege ists | leta CA  | MEALS    | Ameur   | Lecturge    | THETA    | INCIDENTALS         | Amount to | thongs rate la | al CA Description |            |
| Montreet             | 13/11/2016 | 9:15 PM   |          | 5 4,135 11 | 1        | 1           | 15  | 15  | 4,135 11      |  |       | 5                                      |  |                |          | 5           |       | 1          | 1.5             | - 1   |            |                | 5        | (           | 1           | \$       | 5        | 1       | 1           | 15       | \$                  | 1 1       | 15             |                   | \$ 4133.11 |
| Casabianca           | 14/11/2016 | 7742710   | 8:40 AM  |            | i .      | 1           | 4   | 2   |               | 1 1                                    |       | 5                                      | 1 1                                    | 1              | \$       | 5           | - 1   | - 1        | 15              | - 1   |            | 1              | 5        | 1           |             | \$       | ,        | 1       | 1           | 15       | 5                   | 1         | 13             | 1                 | 15         |
| Casabianca-Marrakech | 14/11/2016 | 19:20 AM  | 11:10 AM |            | i        | 1           | 5   | l s |               |  |       |  | 5 274 89                               | 1.0000         | 274 60   |             | 74 69 |            | 1 5             |       | MAD 150:00 |                |          | MAND 224 D  |             |          | 5 51.44  |         | 1           | 13       | \$ 51.84            |           | 12             | i                 | 5 336.53   |
| Marrakech            | 15/11/2016 |           |          |            |          | 1           | 1 5 | 15  |               | 1                                      |       | 5                                      | \$ 274.89                              | 1.0000         | 274.69   |             | 74.69 | Į          | 5               |       | WAD 160,00 |                |          | PMWD 554 DI | 0 1359      | 5 30.24  | \$ 5144  |         | 1           | 13       | 5. 51.84            | 1 1       | 13             | 1                 | 5 326.53   |
| Marrakech            | 16/11/2016 |           |          | 1          | 1        | i           | 1.5 | 1 5 |               | 1 1                                    |       | \$                                     | \$ 274 89                              | 1.0000         | 274 69   |             | 7469  | 1          | 3               |       | MAG 160 00 |                |          |             | . 1         | 5        | 5 21 60  |         | 1           | 12       | \$ 21 60            | 1         | 13             |                   | 5 326.53   |
| Marrairech           | 17/11/2016 |           |          | 1          | I        |             | 5   | 1 5 |               | 1 :                                    |       |  | \$ 274 69                              | 1 0000         | 274 89   |             | 74.69 | 1          | 5               |       | MAD 160 DD |                |          | WAD 224.0   |             |          | \$ 51.84 |         | 1           | 13       | \$ 51.04<br>4 51.04 | 1 1       | - 13           | 1                 | 5 126.53   |
| Marratech            | 18/11/2016 |           |          | į.         | l        | 1           | 1.5 | 15  |               |  |       | s                                      | \$ 274 69                              | 1 0000         | 274 69   | 1 3 2       | 74.69 | - 1        | 1 5             | - 1   | MAD 180 00 | 0 1350         | \$ 51.60 | MAD 224 0   | 0 1350      | 5 30.24  | 5 53.64  | 1       | 1           | 1:       | 5 5184              | 1         | 3              |                   | 3 12033    |
| Merratech-London     | 19/11/2016 |           | 3:40 PM  | 1          | 1        | 1           | 5   | 1 5 |               | 1                                      |       | \$                                     | 1 1                                    | - 1            |          | 5           | - 1   | 1          | 5               | - 1   |            | 1 1            | 5        | Į.          | 1 1         | ,        | 15       | 1       | 1           |          |                     | 1 1       | 13             | 1                 | is ass     |
| Landon-Ottawa        | 20/11/2016 |           | 2:55 PM  |            | l        | 1           | 5   | 5   |               |  |       | 5                                      |  |                | ,        | 5           | - 1   |            | 1 5             | - {   |            | ] [            | 5        | (           | 1 1         | •        | 13       | € 29 15 | 1 671       | 0 548 86 | 5 40 as             | 1         | 13             |                   | 3          |
|                      | ,          |           |          | l .        | <b>\</b> | 1           | 15  | 15  |               | 1                                      |       | 5                                      | 1 1                                    | 1              | •        | 1 5         | - 1   | 1          | , ,             | - 1   |            | 1              | 5        | 1           |             | ?        | 13       | i i     | 1           | 17       | 3                   |           | - 12           | 1                 |            |
|                      | i 1        |           |          | l          | l        |             | 5   | 15  |               |  |       | \$                                     | 1 1                                    | 1              | •        | 15          |       | 1          | 15              | - 1   |            | 1              | 5        | l           |             | ;        | 13       |         | 1           | 1:       | ;                   |           | 12             |                   | 13         |
|                      |            |           |          | ł          | ı        | 1           | 5   | 1 5 |               |  |       | 5                                      |  | 1              | i        | 5           |       | 1          | 13              |       |            | 1 1            | ?        | i           | 1 1         | ;        | 1?       | 1       | 1           | 1:       | •                   | l i       | 12             | -                 | 12 :       |
|                      |            |           |          | ŀ          | 1        | 1           | 5   | \$  |               | 1                                      |       | 5                                      | 1 1                                    | 1              |          | 5           | - 1   | į          |                 | - 1   |            | 1 1            | ?        |             | 1           | :        | 13       |         | 1           | 1:       | :                   | 1         | 12             | 1                 | 12         |
|                      | i 1        |           |          | ſ          | 1        | 1           | 3   | 5   |               |  |       | 5                                      | 1 1                                    | - 1            | ,        | 15          | - 1   | i          |                 | - {   |            | ( )            | :        | ţ           | 1           | ;        | 12       | ١       | 1           | 1:       | :                   | 1         | 1:             | 1                 | 12 :       |
|                      |            |           |          | l .        | 1        | 1           | 5   | 5   |               | 1                                      |       | •                                      | 1 1                                    | 1              |          | 15          |       | 1          | ( )             | 1     |            | 1 1            | ?        | 1           | 1           | :        | 12       | l l     | 1           | 1: 1     | :                   | 1 !       | 12             | i                 | 12 :       |
|                      |            |           |          | 1          | 1        | 1           | 15  | 1 5 |               | 1 1                                    |       | 5                                      |  | - 1            | 5        | 1 5         | - 1   | 1          | 1.5             |       |            |                | •        | 1           | (           | ;        | 12       | 1       | 1           | 1:       | ;                   | 1         | 13             | 1                 | 12 :       |
|                      |            | -         |          | Į .        | 1        | į           | 5   | 15  |               | 1 1                                    |       | 5                                      | 1 1                                    | - 1            |          | 15          |       |            | 1.5             |       |            | 1 1            | •        | (           |             | :        | 1?       | 1       | 1           | 1.       | ?                   | 1         |                |                   | 12 1       |
|                      | · 1        |           |          | ı          | 1        | 1           | 5   | 5   |               | 1 1                                    |       | 5                                      |  | - 1            |          | 15          | - 1   | -          | 13              | - 1   |            |                | ;        | l           |             | :        | 12       | 1       | 1           |          | :                   | 1         | 16             | 1                 | 12 .       |
|                      |            |           |          |            | ĺ        | 1           | 15  | 15  |               | 1                                      |       | \$                                     | 1                                      | - 1            | •        | 13          | - 1   | -          | 13              | - 1   |            |                | ?        | Į.          | 1           | :        | 13       | 1       | 1           | 1        | :                   | 1 1       | 16             | 1                 | 13         |
|                      | I          |           |          |            |          |             | 15  |     |               | ئـــــــــــــــــــــــــــــــــــــ |       | ــــــــــــــــــــــــــــــــــــــ | لـــــــــــــــــــــــــــــــــــــ |                |          | 13          |       |            |                 |       |            |                | 5 368.00 | L           | <del></del> | 5 720 SE | 5 228 96 |         | <del></del> | \$49.86  | 5 277 82            |           |                |                   | 5 5,794.38 |
| TOTAL                |            |           |          | S AIMI     |          |             |     | . , | 4,133.11      |  |       | \$ -                                   | •                                      |                | 1,373.45 | , , ,,,     | カム    |            | ,               |       |            |                | ,        |             |             | ,        | ,        |         |             |          |                     |           | -              |                   | 2 7,100.00 |

| AVERAGE EXCHANGE RAT | WHED FOR MEA | LS AND INCOCKT | ALS (BASED ON BANK OF CANADA RATES) |
|----------------------|--------------|----------------|-------------------------------------|
|                      | Arresi       | Departure      | Average exchange rate uses          |
| Date                 | 14/11/2015   | SEOCUTIVA:     |                                     |
| Inchange (ATT        | 0.1159       | 0.1340         | 5.1350                              |
|                      |              |                |                                     |

Horsel maint by International Affairs Branch 5 mehts@5274

|   | Non-comburable resumes Revolutions Revolutions |   |
|---|--|---|
| Access Parallella 7AN Organitate State Accident State   |  | 4 Lauch Chenex Colours Total Submittershife Total Travel Costs. |
| MCKENNA, Catherine MINO AMC422400 13/11/2016 20/11/2016 | 5 4 233 23                                     | \$ 100 do \$ 120 % \$ 5 277.82 \$ 5,764 56                      |

have reviewed and approved this report.

Loolein that I stayed at the Savoy Le O'and rocks for 3 regress in marranees. Understand that the second of 5278 25 is ging to be deposited into my bank account as a reimbursement for travel to CDP 22. All small amount differences may be attributed to the rounding of exchange rates.

urnature - Catherine McKenna

000246

## Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To attend COP22 in Marrakech - November 2016

Nom du voyageur:

Catherine McKenna

NIV:

Préparé par:

Amanda Herault

**Module Politique:** 

M4 : International - avec nuitée

Motif du voyage:

Mandat principal - Conférences

Autre objet du voyage:

Nom de la demande de

Marrakech - November 2016

voyage:

Date de début du

13/11/2016

déplacement:

Date de fin du

20/11/2016

déplacement:

État d'autorisation du rapport de dépenses:

Autorisation requise

Emplacement principal:

Emplacement secondaire:

NAV en ligne:

AMC422400

**Fiscal Year:** 

2016-2017

**Travel Outside Default** 

Division:

Code fournisseur:

Événement:

Commentaires:

### Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées : 5,784.28

(Moins) Total des dépenses non remboursables : 5,506.56

Total des dépenses remboursables : 277.72

Montant total dû voyageur : 277.72

Dépenses non remboursables

|                                     |                |   | Montant<br>en              |                       |          |
|-------------------------------------|----------------|---|----------------------------|-----------------------|----------|
| Type de dépenses                    | Date           |   | devise<br>étrangère        | Montant de la<br>taxe | Montant  |
| 16) Hébergement<br>commercial       | 18/11/2016     | 51497 - 285100 - 0070 - PBJ2<br>471063 - A-000941.001 | - 2001 -                   |                       | 1,373.45 |
| Manual Prepaid                      |                |   |                            |                       | 1,373.45 |
| Other                               |                |   |                            |                       |          |
|                                     |                |   |                            |                       |          |
| 5) Avion commercial  Manual Prepaid | 29/10/2016     | 51497 - 285100 - 0070 - PBJ2<br>471063 - A-000941.001 | - 2001 -                   |                       | 4,133.11 |
| ·                                   |                |   |                            |                       | 4,133.11 |
| Air Canada                          |                |   |                            |                       |          |
| Air Canada - Economy /<br>Business  | Royal Air Mord | occo - Business / Easy Jet / Air C                    | anada -                    |                       |          |
|                                     |                |   | Total des dépenses non rer | mboursables (CAD)     | 5,506.56 |

## Dépenses remboursables

| Type de dépenses   | Date       |  | Montant<br>en<br>devise<br>étrangère | Montant de la<br>taxe | Montant |
|--|------------|--|--------------------------------------|-----------------------|---------|
| 2) Indemnités pour hébergement, repas et frais accessoires       | 19/11/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001 | 1,695.96<br>(MAD)                    |                       | 228.87  |
| 2) Indemnités pour<br>hébergement, repas et<br>frais accessoires | 20/11/2016 | 51497 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001 | 29.15<br>(GBP)                       |                       | 48.85   |

### Récapitulatif codes de taxes

### Résumé des codes financiers

| Codes financiers  | Total HT<br>Taxe | Total<br>TTC Taxe |
|---|------------------|-------------------|
| 51497 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001 | 5,784.28         | 5,784.28          |

Total des dépenses remboursables (CAD)

277.72

## Historique d'autorisation

Date et heure Approbateur État d'autorisation Commentaire

## **Signatures**

| Je certifie que les montants officielles.          | s faisant l'objet de cette réclamation constituent des dépenses entrainées par des voyages pour affaires |
|--|--|
| Nom du voyageur                                    | Catherine McKenna  |
| Date de soumission                                 |  |
| Signature  |  |
| Nom de l'émetteur de la recommandation             | Myriam Montreuil   |
| Date recommandée                                   |  |
| Signature  |  |
| Certifié conforme à l'article                      | 34 de la Loi sur la gestion des finances publiques.  |
| Nom de l'approbateur                               | Marlo Raynolds   |
| Date d'autorisation                                |  |
| Signature  |  |
| Nom de la personne<br>responsable du<br>traitement |  |
| Date de traitement                                 | · · · · · · · · · · · · · · · · · · ·  |
| Signature  |  |

## **Expense Report Statement**

Document Released Under the Access to Information Act / Document Syulgué en vertu de la Loi sur l'accès à Vinternation.

Expense Report Name: To attend COP22 with the Minister in Marrakech - November 2016

| Trave |      | NI      | _ |
|-------|------|---------|---|
|       |      |         |   |
| 11919 | 1101 | 1461110 |   |

Mario Raynolds

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M4 - International - Overnight Stay

Trip Purpose:

Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

**Travel Request Name:** 

Marrakech - November 2016

**Travel Start Date:** 

12/11/2016

Travel End Date:

20/11/2016

**ER Approval Status:** 

Approval Required

**Primary Location:** 

Secondary Location:

**Online TAN:** 

AMC425253

Fiscal Year:

2016-2017

**Travel Outside Default** 

N

Division:

**Vendor Code:** 

Event:

Comments:

#### **Expense Report Summary**

Expense Summary

Total allocated expenses:

7,108.92

(Minus) Total non-reimbursable expenses :

6,300.26

Total reimbursable expenses:

808.66

Total due traveller:

808.66

Non-Reimbursable Expenses

**Expense Type** 

Date

Foreign

**Amount** 

**Tax Amount** 

**Amount** 

| Expense Type                        | Date           |  | Amount                   | Tax Amount   | Amount   |
|-------------------------------------|----------------|--|--------------------------|--------------|----------|
| 16) Commercial<br>Accommodation     | 18/11/2016     | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001 |                          |              | 1,648.14 |
| Manual Prepaid                      |                |  |                          |              | 1,648.14 |
| Other                               |                |  |                          |              |          |
| 5) Commercial Air<br>Manual Prepaid | 29/10/2016     | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001 |                          |              | 4,652.12 |
| Air Canada                          |                |  |                          |              |          |
| Air Canada / Lufthansa /            | Royal Air Marc | oc   |                          |              |          |
|                                     |                | Тс   | otal non-reimbursable ex | penses (CAD) | 6,300.26 |

## Reimbursable Expenses

| Expense Type  | Date       |  | Foreign<br>Amount | Tax Aı | mount | Amount |
|---|------------|--|-------------------|--------|-------|--------|
| 11) Taxi  | 12/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001<br>10600 - 0070 - 0000 8050 |                   | ON*HST | 4.31  | 35.94  |
| From home to airport  |            |  |                   |        |       |        |
| 16) Commercial Accommodation Hilton International             | 20/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001                             | 165.00<br>(GBP)   |        |       | 276.54 |
| Allowance: Meals,<br>Incidentals & Private<br>Accommodation   | 19/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001                             | 511.72<br>(MAD)   |        |       | 68.57  |
|   | 19/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001                             | 160.00<br>(MAD)   |        |       | 21.44  |
| Allowance: Meals,     Incidentals & Private     Accommodation | 18/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001                             | 1,471.95<br>(MAD) |        |       | 198.64 |

| Expense Type                                  | Date          |  | de la Foi sur l'accès à l'info           | Amount             |
|---|---------------|--|--|--------------------|
|   | 18/11/2016    | 51495 - 285100 - 0070 - PBJ2 - 2001<br>471063 - A-000941.001 | -  | 43.52              |
|   |               |  | 322.49                                   | 43.52              |
|   |               |  | (MAD)                                    |                    |
| Allowance: Meals,     Incidentals & Private   | 20/11/2016    | 51495 - 285100 - 0070 - PBJ2 - 2001<br>471063 - A-000941.001 | -  | 83.71              |
| Accommodation                                 |               |  | 49.95                                    | 83.71              |
|   |               |  | (GBP)                                    |                    |
| 2) Allowance: Meals,<br>Incidentals & Private | 13/11/2016    | 51495 - 285100 - 0070 - PBJ2 - 2001<br>471063 - A-000941.001 | -  | 45.55              |
| Accommodation                                 |               |  | 335.17                                   | 45.55              |
|   |               |  | (MAD)                                    |                    |
|   | 13/11/2016    | 51495 - 285100 - 0070 - PBJ2 - 2001<br>471063 - A-000941.001 | -  | 30.44              |
|   |               |  | 223.99                                   | 30.44              |
|   |               |  | (MAD)  Total reimbursable expenses (CAD) | 808.66             |
| Tax Coding Summary                            | •             |  |  |                    |
| HST   |               |  |  | Total<br>Amount    |
| 10600 - 0070 - 0000 8                         | 050           |  |  | 4.31               |
| Financial Coding Sun                          | nmary         |  |  |                    |
| Financial Coding                              |               |  | Total<br>Excl. Tax                       | Total<br>Incl. Tax |
| 51495 - 285100 - 0070 - F                     | PBJ2 - 2001 - | 471063 - A-000941.001  | 7,104.61                                 | 7,108.92           |
| Approval History                              |               |  |  |                    |
| Date And Time                                 | Appr          | over Approval  | Status Comment                           |                    |

**Signatures** 

I certify that the amounts included in this Expense Report were incurred on authorized government business travel. l'information.

| Traveller Name                | Mario Raynoids                             |
|-------------------------------|--|
| Submit Date                   | JAN 1 6 2017                               |
| Signature                     |  |
| Recommender Name              | Myriam Montreuil                           |
| Recommended Date              |  |
| Signature                     |  |
| Certified pursuant to section | on 34 of the Financial Administration Act. |
| Approver Name                 | Catherine McKenna                          |
| Approval Date                 | JAN 1 6 2017                               |
| Signature (                   |  |
| Processor Name                |  |
| Processed Date                |  |
| Signature                     |  |

# **Travel Request**

| Travel Reques | t Name: | Marrakech - | November | 2016 |
|---------------|---------|-------------|----------|------|
|---------------|---------|-------------|----------|------|

**Traveller Name:** 

Mario Raynolds

TIN:

Prepared By:

Amanda Herault

Policy Module:

M4 - International - Overnight Stay

Trip Purpose:

Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

Alternative To Travel:

Personal attendance required

**Travel Start Date:** 

12/11/2016

Travel End Date:

20/11/2016

**Approval Status:** 

**Approved** 

**Primary Location:** 

Secondary Location:

Online TAN:

AMC425253

Fiscal Year:

2016-2017

**Travel Outside Default** 

N

Division:

Blanket Travel Authority No

Applied:

Vendor Code:

**Custom Field 1:** 

**Custom Field 2:** 

**Custom Field 3:** 

Custom Field 4:

Custom Field 5:

Event:

Comments:

Marrakech - November 2016

Travel Request Summary

**Expense Summary** 

Total non-reimbursable expenses:

0.00

Total reimbursable expenses:

1,845.13

1,845.13

**Advance Summary** 

Travel advance:

0.00

#### Reimbursable Expenses

| Expense Type  |                                     | Amount   |
|---|-------------------------------------|----------|
| 11) Taxi  | 51495 - 285100 - 0070 - PBJ2 - 2001 | 50.00    |
| 16) Commercial Accommodation  Hilton International        | 51495 - 285100 - 0070 - PBJ2 - 2001 | 1,000.00 |
| Allowance: Meals, Incidentals &     Private Accommodation | 51495 - 285100 - 0070 - PBJ2 - 2001 | 795.13   |

Total reimbursable expenses 1,845.13

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de la Loi sur l'accès à l'information.

#### **Financial Coding Summary**

| Financial Coding                    | Total<br>Excl. Tax | Total<br>Incl. Tax |
|-------------------------------------|--------------------|--------------------|
| 51495 - 285100 - 0070 - PBJ2 - 2001 | 1,845.13           | 1,845.13           |

#### **Approval History**

| Date And Time       | Approver          | Approval Status | Comment |
|---------------------|-------------------|-----------------|---------|
| 07/12/2016 11:19:56 | Catherine McKenna | Approved        |         |

#### **Itinerary Details**

PNR:

Trip Status:

Quoted

Traveller Type:

Minister's Exempt Staff

Primary Trip Purpose:

Key Stakeholder Engagement -

Meetings

Total Itinerary Cost (CAD) 0.00

Document Released Under the Access to Information Act / Document divulgué en vertu

de la Loi sur l'accès à l'information.

#### **Signatures**

I have access to the Treasury Board Travel Policy (internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** 

Mario Raynolds

**Submit Date** 

07/12/2016

Signature

Submitted on behalf of the Traveller.

**Delegate Name** 

Amanda Herault

**Submit Date** 

07/12/2016

Signature

Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** 

Catherine McKenna

**Approval Date** 

07/12/2016

Signature

## McCORD TRAVEL MANAGEMENTaccès à l'information.

# Invoice

HON. CATHERINE MCKENNA

MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

**GATINEAU, QC K1A 0H3** 

**CANADA** 

Passenger(s) RAYNOLDS/MARLO

Invoice No: 482214 Invoice Date: 29 Oct 2016

Client No: Agent:

PNR:

MR

|--|

| A/L | FLIGHT | DEPART DATE/TIME | ARRIVAL DATE/TIME | ITINERARY                        |
|-----|--------|------------------|-------------------|----------------------------------|
| AC  | 00455  | 12Nov16 02:00 pm | 12Nov16 03:07 pm  | OTTAWA INTL - TORONTO PEARSON    |
| AC  | 00872  | 12Nov16 05:05 pm | 13Nov16 06:30 am  | TORONTO PEARSON - FRANKFURT INTL |
| AC  | 00889  | 20Nov16 12:05 pm | 20Nov16 02:55 pm  | LONDON HEATHROW - OTTAWA INTL    |

| REFERENCE / SALE DESCRIPTION              | BASE<br>FARE                                   | GST/<br>HST | OTHER<br>TAXES | TOTAL                      |
|---|--|-------------|----------------|----------------------------|
| Ticket # 9566168761 for RAYNOLDS/MARLO MR | 2,466.00                                       | 3.51        | 710.31         | 3,179.82                   |
| BSP CANADA, IATA 0065775113               | 79.90  | 4.00        | 0.00           | 83.90                      |
|   | Total Fares:<br>Total Taxes:<br>Total GST/HST: |             |                | 2,545.90<br>710.31<br>7.51 |
|   | Invoice Total:<br>Payment(s):                  |             |                | 3,263.72                   |
| 29 Oct 10                                 | Credit Card (                                  |             |                | 3,179.82                   |
| 29 Oct 10                                 | Credit Card (                                  |             |                | 83.90                      |
|   | Total Payments:                                |             |                | 3,263.72                   |
|   | Balance Due (CAD):                             |             |                | 0.00                       |

+++ AIR TICKET PLUS SERVICE FEE (LATITUDE ECONOMY CLASS FARE) +++

TKT: 014 9566 168761 NAME: RAYNOLDS/MARLO/

CC:

FOP: ISSUED: 29OCT16 -164926 PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982

USE CRIFLT CLS DATE BRDOFF TIME STIF/B FARE CPN USED AC 455 B 12NOV YOWYYZ 0200P OK OFFE

USED AC 872 O 12NOV YYZFRA 0505P OK OFFE USED AC 889 V 20NOV LHRYOW 1205P OK VLW4RCE

NVB20NOV NVA20NOV

FARE: CAD 2466.00 TAX: 25.91 CA TAX: 3.51 RC TAX: 684.40 XT TOTAL: CAD 3179.82

**REFUNDABLE - REFUNDABLE - CXLFEE** 

)> -CHGFEE

12NOV YOW AC X/YTO AC FRA Q YOWFRA11.62 1389.05/-LO N AC YOW Q11.62 498.13NUC1910.42END ROE1.29081 XT 4 70.00YQ 119.30GB 68.10UB 27.00SQ

**TOUR CODE: ATL1** 

**RLOC 1V** 



130 ALBERT ST SUITE 2000, OTTAWA, ON K1P 5G4 P: 613-755-6000 F: 613-755-6006 HST no. R897192522 TICO no. 4800003



# McCORD TRAVEL MANAGEMENT accès à l'information.

# **Invoice**

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE

GATINEAU, QC K1A 0H3 CANADA

Passenger(s) RAYNOLDS/MARLO

Invoice No: 482214 Invoice Date: 29 Oct 2016

Client No: Agent: PNR:

#### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.

MR





## McCORD TRAVEL MANAGEMENTICCES à l'information.

# Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

**CANADA** 

Invoice Date: 27 Oct 2016 Client No:

Invoice No: 481852

Agent: PNR:

Passenger(s) RAYNOLDS/MARLO MR

| EI | <b>IGHT</b> | INE  | ADI | MATI | ON    |
|----|-------------|------|-----|------|-------|
| FL | . КЭП       | IIVE | URI | WAII | ILJN. |

| <b>A/L</b> | FLIGHT    | DEPART DATE/TIME     | ARRIVAL D | ATE/TIME                 | ITINERA      | RY           |                |        |
|------------|-----------|----------------------|-----------|--------------------------|--------------|--------------|----------------|--------|
| LH         | 01332     | 13Nov16 10:40 am     | 13Nov16 0 | 1:25 pm                  | FRANKF       | URT INTL - I | MARRAKECH N    | IENARA |
| REF        | ERENCE    | E / SALE DESCRIPTION | l         |                          | BASE<br>FARE | GST/<br>HST  | OTHER<br>TAXES | TOTAL  |
| Tick<br>MR | et # 9566 | 3168617 for RAYNOLDS | /MARLO    |                          | 801.00       | 0.00         | 163.50         | 964.50 |
|            |           |                      |           | Total Fares              | :            |              |                | 801.00 |
|            |           |                      |           | <b>Total Taxes</b>       | :            |              |                | 163.50 |
|            |           |                      |           | Invoice Tot<br>Payment(s |              |              |                | 964.50 |
|            |           |                      | 27 Oct 16 | Credit Card              | -            |              |                | 964.50 |
|            |           |                      |           | Total Paym               | ents:        |              |                | 964.50 |
|            |           |                      |           | Balance Du               | Je (CAD):    |              |                | 0.00   |

+++ AIR TICKET ( ECONOMY CLASS FARE) +++ +++ SERVICE FEE ON INVOICE 482214 +++

TKT: 220 9566 168617 NAME: RAYNOLDS/MARLO

CC

FF: 1

FOP. ISSUED: 27OCT16 000252 PSEUDO: 2GU4 PLATING CARRIER: LH ISO: CA IATA: 67502982 USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN USED LH 1332 Y 13NOV FRARAK 1040A OK Y61LGT9A **NVB13NOV NVA13NOV** 

FARE: EUR 552.00 TAX: 58.00 YQ TAX: 45.20 RA TAX: 60.30 XT TOTAL: CAD 964.50 FARE RESTRICTION APPLY

13NOV FRA LH RAK 619.47NUC619.47END ROE0.891079 XT )> 23.20YR 13.20DE 13.20OB 10.70OY **RLOC 1V** 1A 6IK5TU





# McCORD TRAVEL MANAGEMENT accès à l'information.

# **Invoice**

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE

GATINEAU, QC K1A 0H3 CANADA

Passenger(s) RAYNOLDS/MARLO

Invoice No: 481852 Invoice Date: 27 Oct 2016

Client No: Agent: PNR:

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

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MR





0.00

# McCORD TRAVEL MANAGEMENT ccès à l'information.

# Invoice

HON. CATHERINE MCKENNA

MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

**CANADA** 

Passenger(s) RAYNOLDS/MARLO

Invoice Date: 29 Oct 2016

Invoice No: 482215

Client No: Agent:

PNR:

۷R

**FLIGHT INFORMATION** 

| A/L        | FLIGHT    | DEPART DATE/TIME     | ARRIVAL DA  | ATE/TIME                   | ITINERA      | RY          |                |          |
|------------|-----------|----------------------|-------------|----------------------------|--------------|-------------|----------------|----------|
| ĀT         | 00804     | 19Nov16 02:40 pm     | 19Nov16 06  | :15 pm                     | MARRA        | CECH MENA   | RA - LONDON I  | HEATHROW |
| REF        | ERENCE    | E / SALE DESCRIPTION | l           |                            | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL    |
| Tick<br>MR | et # 9566 | 168762 for RAYNOLDS  | /MARLO      |                            | 351.00       | 0.00        | 72.90          | 423.90   |
|            |           |                      | -           | Total Fares:               |              |             |                | 351.00   |
|            |           |                      | -           | Total Taxes:               |              |             |                | 72.90    |
|            |           |                      |             | invoice Tota<br>Payment(s) |              |             |                | 423.90   |
|            |           |                      | 29 Oct 16 ( | Credit Card                |              |             |                | 423.90   |
|            |           |                      |             | Total Payme                | ents:        |             |                | 423.90   |

+++ AIR TICKET ( ECONOMY CLASS FARE) +++ +++ SERVICE FEE ON INVOICE 482214 +++

TKT: 147 9566 168762 NAME: RAYNOLDS/MARLO.

MR

Balance Due (CAD):

CC:

PH: 819

FOP: ISSUED: 29OCT16 165045 PSEUDO: 2GU4 PLATING CARRIER: AT ISO: CA IATA: 67502982 USE CR FLT CLS DATE BROOFF TIME ST F/B FARE CPN USED AT 804 K 19NOV RAKLHR 0240P OK KA0W0U1A

FARE: MAD 2590 TAX: 46.70 YQ TAX: 13.60 A9 TAX: 12.60 MA TOTAL: CAD 423.90

AT ONLY/SUBJECT TO SPL CONDITIONS

19NOV RAK AT LON 266.32NUC266.32END ROE9.72129

RLOC 1V )>

1A 6PF389





# McCORD TRAVEL MANAGEMENT accès à l'information.

# **Invoice**

HON. CATHERINE MCKENNA
MIN. OF ENVIRONMENT & CLIMATE CHANGE
200 SACR-COEUR 21ME ETAGE MINISTER
SUITE
GATINEALL OC K14 0H3

GATINEAU, QC K1A 0H3 CANADA

Passenger(s) RAYNOLDS/MARLO

Invoice No: 482215 Invoice Date: 29 Oct 2016

> Client No: Agent: PNR:

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.

MR







MARLO RAYNOLDS

Room Number

533 /K1D

Arrival Date

19/11/2016 19:27:00

Departure Date

20/11/2016

Adult/Child

1/0

Room Rate

165 00 GBP

Rate Plan

L-GO

AL:

Hhonors #

VAT#

917 8760 84

COPY OF VAT INVOICE:18729798 Confirmation Number: 3301848739

Folio No/Che Tax Date

20/11/2016

HILTON LONDON HEATHROW AIRPORT HOTEL 20/11/2016 09:56:00

| DATE       | DESCRIPTION | D | REF NO  | GUEST<br>CHARGES | CREDIT   | BALANCE |
|------------|-------------|---|---------|------------------|----------|---------|
| 19/11/2016 | GUEST ROOM  |   | 6751733 | £165 00          |          |         |
| 20/11/2016 |             |   | 6752063 |                  | -£165.00 |         |
|            |             |   | BALAN   | ICE .            |          | £0.00   |

TAX SUMMARY

Taxable Amount (excl VAT)

£137.50

Zero Rated Amount

£0 00

VAT AT 20%

£27.50

Non Taxable Amount Total Amount Payable

£0.00 £165 00

Cardholder has chosen to pay in CAD. This transaction is based on Reuters wholesale interbank exchange rate plus 3 percent international conversion margin. This is not and additional fee and replaces currency conversion charges normally applied. My choice is final. Transactions can also be conducted in GBP. The currency conversion service is provided by FEXCO.

You have earned approximately 1980 Hilton HHonors points for this stay. Hilton HHonors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 3,900

| Guest Signature |  |
|-----------------|--|
|                 |  |

Please debit my account by the amount indicated above.

CREDIT CARD DETAIL

APPR CODE

088731

MERCHANT ID

5422688

CARD NUMBER

**EXP DATE** 

03/17

TRANSACTION ID

6752063

TRANS TYPE

Sale

Page:1 HILTON LONDON HEATHROW AIRPORT

Terminal 4 Heathrow Airport | Hounslow | Middlesex | TW6 3AF | United Kingdom

T: +44 (0)208 759 7755 | F: +44 (0)208 759 7579 | E: frontoffice.heathrow@hilton.com hilton.com/heathrow

Adda Hotels t/a Hilton London Heathrow Airport Registered Office | Adda Hotels | Maple Court Central Park | Reeds Crescent | Watford | Hertfordshire | WD24 4QQ | England Incorporated in England Company Registration No. 879456 | VAT No. 917 8760 84



Sect Nov.12: (Dinner) Nov. 13: Dinner

Fundey: (War 20) BurdeGoot Lurch. Environment Environnement Canada

| Traveler Name:         | Marko<br>COP22 Morro |              |     |       |
|------------------------|----------------------|--------------|-----|-------|
| Location:              | C                    | 0/2          | 2 V | lorne |
| Dates of travels:      |                      |              |     |       |
| Meals and Incidentals: | В                    | L            | D   | Inc.  |
| Monday / 4             |                      | X            | X   | X     |
| Tuesday 15             |                      | X            | X   |       |
| Wednesday /6           |                      | X            |     |       |
| Thursday [7            |                      | ×            |     |       |
| Friday (8              |                      | X            | X   | X     |
| Saturday 19            |                      | X            | X   |       |
| Sunday 20              |                      |              | X   |       |
| Hotel receipt(s)       | yes                  | <del>,</del> |     |       |
| Taxi receipts          | ve                   | 5            |     |       |
| Miscellanious receipts | 1                    | 1            |     |       |
| Traveler Signature     | 1                    | U            | ~   |       |

Please do not include meals that were provided during this trip

BUUE LINE TAXE

| FERMINAL ID      |        |    | 24 914 416           |
|------------------|--------|----|----------------------|
| HERCHANT IL.     |        |    | 4325Z34A             |
| Variable 10      |        |    | .264                 |
| DRIVER III       |        |    |                      |
| TRIP NUMBER      |        |    | 3502                 |
| PASSI NGLRS      |        |    | 1                    |
| 11/12/2016       |        |    |                      |
| START: 12:29     |        |    | ENU: 12:29           |
|                  |        |    |                      |
| Loke about       |        |    | \$ 55 UH             |
|                  |        |    |                      |
| Hi- model        |        |    | t 5.25               |
| TOTAL            | τ.     |    | 46.25                |
| VISA SALE .      |        |    |                      |
| ipproval numbl   | ĸ      |    | 07961a               |
| жж <b>жРA</b> SS | ENG    | ĿК | со: үжжж             |
|                  | UJRYGI |    | ยช-443-2812<br>B (ยท |



View Linked Transactions

Out of Pocket Expenses: Copy

## Out of Pocket Expenses: Details

Out of Pocket Expense: 13/11/2016

Amount:

\$0 00 CAD ( Original Amount 0 00 MAD)

Meals and incidentals: Ontario - Marrakech (12-13

| Expenses | Coding | Approval | Summary |
|----------|--------|----------|---------|
|          |        |          |         |

#### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

| Start Date |  |            |  |
|------------|--|------------|--|
| 12/11/2016 |  | 13/11/2016 |  |

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

| Date       | Country / Location            | Breakfast | Lunch | Dinner       | Incidentals | Priva<br>Acco |
|------------|-------------------------------|-----------|-------|--------------|-------------|---------------|
| 12/11/2016 | Canada - Ontario              |           |       | $\mathbf{Q}$ |             |               |
| 13/11/2016 | Morocco - All other locations |           |       | Ø            |             |               |

Calculate Allowances

#### Summary

<

| Country | Location            | Meals | Incidentals | Private Accommodation |
|---------|---------------------|-------|-------------|-----------------------|
| Canada  | Ontario             | 45.55 | 0.00        | 0.00                  |
| Morocco | All other locations | 30.44 | 0.00        | 0.00                  |

| Save | Cancel |
|------|--------|
|      |        |

https://sts-svp.spendvision.com/main/transaction\_l.asp?transaction\_ref=C1120161207onv... 07/12/2016

## Out of Pocket Expenses: Details

**Expense Report Details** #63079 14/12/2016 To attend COP22 with the Minister in Marrakech - November 2016 Out of Pocket Expenses: Copy

Out of Pocket Expense: 18/11/2016

Amount: \$258 35 CAD ( Original Amount 1,914 56 MAD) Meals and inc.: Marrakech (14-18 Nov)

| Evnenses   | Coding | Annroval | Summary |
|--|--------|----------|---------|
| The second of th |        |          |         |
|  |        |          |         |
|  |        | •        |         |

**End Date** 

18/11/2016

᠁

#### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location

Enter the date range of travel

Start Date

14/11/2016

| Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances. |                     |              |             |                 |           |                |             |                        |
|---|---------------------|--------------|-------------|-----------------|-----------|----------------|-------------|------------------------|
| Date  | Country / Location  | <b>o</b> n   |             | Breakfast       | Lunch     | Dinner         | Incidentals | Private<br>Accommodati |
| 14/11/2016  | Morocco - All oth   | er locations |             |                 | Ø         |                | <b>Z</b>    |                        |
| 15/11/2016  | Morocco - All oth   | er locations |             |                 | Ø         | $ \mathbf{Z} $ |             |                        |
| 16/11/2016  | Morocco - All oth   | er locations |             |                 | Ø         |                |             |                        |
| 17/11/2016  | Morocco - All othe  | er locations |             |                 | $\square$ |                |             |                        |
| 18/11/2016  | Morocco - All oth   | er locations |             |                 | Ø         | Ø              | Ø           |                        |
| Calculate Al  | llowances           |              |             |                 |           |                |             |                        |
| Summary   |                     |              |             |                 |           |                |             |                        |
| Country   | Location            | Meals        | Incidentals | Private Accommo | dation    |                |             |                        |
| Morocco   | All other locations | 198.64       | 43.52       | 0               | .00       |                |             |                        |
|   |                     |              |             | ·               |           | Delete         | Save        | Cancel                 |

https://sts-svp.spendvision.com/main/Transaction\_l.asp?transaction\_ref=C1120161207dz... 19/12/2016

### Out of Pocket Expenses: Details

View Linked Transactions
Out of Pocket Expenses Copy

Out of Pocket Expense: 19/11/2016

Amount:

\$0 00 CAD ( Original Amount 0 00 MAD)

Meals and inc.: Marrakech - London (19 Nov)

| Expenses | Coding | Approval | Summary |
|----------|--------|----------|---------|

#### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel.

| Start Date | End Date   |  |
|------------|------------|--|
| 19/11/2016 | 19/11/2016 |  |

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

| Date       | Country / Location            | Breakfast | Lunch | Dinner | Incidentals | Priva<br>Acco |
|------------|-------------------------------|-----------|-------|--------|-------------|---------------|
| 19/11/2016 | Morocco - All other locations |           | Ø     |        |             |               |
| 19/11/2016 | United Kingdom - London       |           |       | Ø      |             |               |

Calculate Allowances

#### Summary

| Country        | Location            | Meals | Incidentals | Private Accommodation |
|----------------|---------------------|-------|-------------|-----------------------|
| United Kingdom | London              | 68.57 | 0.00        | 0.00                  |
| Morocco        | All other locations | 21.44 | 0.00        | 0.00                  |

| AND DESCRIPTION OF THE PERSON NAMED IN | 1    |
|--|------|
| Save                                   | Cano |

https://sts-svp.spendvision.com/main/transaction\_l.asp?transaction\_ref=C1120161207bbr... 07/12/2016

## Out of Pocket Expenses: Details

Expense Report Details

Out of Pocket Expenses: Copy

Out of Pocket Expense: 20/11/2016

#63079 14/12/2016
To attend COP22 with the Minister in Marrakech - November 2016

Amount:

\$83 71 CAD (Original Amount £49 95 GBP)

Meals and inc.: London (20 Nov)

Expenses Coding Approval Summary

#### 2) Allowance: Meals, Incidentals & Private Accommodation

This expense type relates to the cost of meals, incidentals and nights with private accommodation for up to 30 days in a single location. Use this to estimate costs on travel requests, or to record the actual out of pocket expense amount on expense reports. One form covers allowances for up to 10 unique destinations in a single trip. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. Use the 2a) Allowance: Meals, Incidentals & Private Accommodation (Extended) expense type to record costs from the 31st day of travel onwards in a single location.

Enter the date range of travel

| Start | Date |
|-------|------|
|-------|------|

End Date

20/11/2016

20/11/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

| Date       | Country / Location      | Breakfast  | Lunch | Dinner | Incidentals | Priva<br>Acco |
|------------|-------------------------|------------|-------|--------|-------------|---------------|
| 20/11/2016 | United Kingdom - London | lacksquare | Ø     |        |             |               |

Calculate Allowances

#### Summary

| Country        | Location | Meals | Incidentals | Private Accommodation |  |  |  |
|----------------|----------|-------|-------------|-----------------------|--|--|--|
| United Kingdom | London   | 83.71 | 0.00        | 0.00                  |  |  |  |

Delete

Save

Cancel

https://sts-svp.spendvision.com/main/Transaction\_l.asp?transaction\_ref=C1120161207ns... 19/12/2016



# **10-Year Currency Converter**

Important Notice: Effective 1 March 2017, Bank of Canada exchange rates are changing

For more information, see the related press release (http://www.bankofcanada.ca/2016/12/bank-canada-announces-details-forthcoming-changes/) , calculation methodology (http://www.bankofcanada.ca/2016/12/calculation-methodology-foreign-exchange-rates/) and background information (http://www.bankofcanada.ca/rates/exchange/upcoming-changes-published-bank-canada-foreign-exchange-rates/) .

#### Terms and Conditions

All Bank of Canada exchange rates are indicative rates only, obtained from averages of aggregated price quotes from financial institutions. Please read our full Terms and Conditions (http://www.bankofcanada.ca/terms/#fx-rates) for details.

Conversions are based on Bank of Canada nominal noon exchange rates, which are published each business day at about 12:30 ET.

View or save this data in: SDMX, XML, CSV

## View data for the past:

- 1 week
- 2 weeks
- 1 month
- · 3 months
- · 6 months
- 1 year

# 1.00 CAD ( Canadian Dollar )

#### MAD (Moroccan dirham)

Low 2016-11-14 7.3584 High 2016-11-21 7.4906

| Date       | MAD = Moroccan dirham | Exchange rate   |               |              |
|------------|-----------------------|-----------------|---------------|--------------|
| 2016-11-11 | Bank holiday          | Bank holiday    | 13/11: 0.1359 | 0.2699 ÷ 2 = |
| 2016-11-14 | 7.36 MAD              | 7.3584 [0.1359] | 18/11: 0.1340 | •            |
| 2016-11-15 | 7.42 MAD              | 7.4184 [0.1348] |               | 0.13495      |
| 2016-11-16 | 7.46 MAD              | 7.4627 [0.1340] |               |              |
| 2016-11-17 | 7.47 MAD              | 7.4738 [0.1338] |               |              |

http://www.bankofcanada.ca/rates/exchange/10-year-converter/?lookupPage=lookup curr... 06/12/2016

| Date       | MAD = Moroccan dirham | •               |
|------------|-----------------------|-----------------|
|            | 7.46 MAD              | 7.4627 [0.1340] |
| 2016-11-21 | 7.49 MAD              | 7.4906 [0.1335] |

#### See Also

Daily Currency Converter (http://www.bankofcanada.ca/rates/exchange/daily-converter/)

## Why is the Currency I'm Looking for Not Listed Here?

The Bank currently collects data for about 55 foreign currencies. This data is intended primarily for people with a research interest in foreign exchange markets, and represents a sampling of currencies from various regions. It is not meant to be an exhaustive listing of all world currencies.

# Are the Exchange Rates Shown Here Accepted by Canada Revenue Agency?

Yes. The Agency accepts Bank of Canada exchange rates as the basis for calculations involving income and expenses that are denominated in foreign currencies.

## Marto Raymolds Travel Cleim Marrakech from November 12 to November 20, 2016

| ·                |                          | HOU       |         |            |     | OTHER TRANSPORT | (ATION  | TOTAL          | T        | HOTEL         |            | LITON            | PAID CENTRAL | 14               | TOTAL HORS. | 1       | BREAKTAST     |          |            | LAUSHCOM    |           |            | BOMER               |           | TAL    |           |                        | TOTAL MEALS &  |                           |     | 1       |
|------------------|--------------------------|-----------|---------|------------|-----|-----------------|---------|----------------|----------|---------------|------------|------------------|--------------|------------------|-------------|---------|---------------|----------|------------|-------------|-----------|------------|---------------------|-----------|--------|-----------|------------------------|----------------|---------------------------|-----|---------|
| COUNTRY          | DATES                    | Departure | Arres   | AURFARE    |     | Enthange rate   | lose CA | TRANSPORTATION | Amount   | (schange rate | Total CA A | Arranyos (schar  |              | Total CA         | IOTAL HOME  | ATRAUM  | Enchange rate | Total CA | Amount     | (attage the | ISTATEA   | Amount     | Enchange rate Total |           | MUS .  | ARRURE    | Lethenge rate Tetal CA | HICIDENTIALS   | Amount forhange race Tota |     |         |
| Canal Security   | 12/11/2016               | 2:00 PM   | 3:07 PM | 5 4,652.12 |     |                 | 40)     | 5 4,692.3      |          | -             |            |                  | 5            |                  | \$          | 1       |               | 5        |            |             | ١.        |            |                     | !:        |        |           | 5                      | \$<br>\$ 45.55 |                           |     | 5 40    |
| rento            | 12/11/2016               | 5:05 PM   |         |            |     | 5               |         | s              | 1        | 1:            | 5          | i                | 5            |                  | \$          | 1       | 1             |          |            | 1 1         | : 1:      | \$ 45.55   | 10006 5 4           | yyy   } . | 12.33  | 1         | 13.                    |                |                           | 1   | 1: `    |
| entiture         | 13/11/2016               | 1         | 6:30 AM |            | 1 1 | 5               |         | 5              |          | 1             | ١ ١        |                  | 1 5          |                  | \$          | . 1     |               |          |            |             | : 1.      | MAD 224 DB | 0 1359 5 3          | !         |        | 1         | 12:1                   | 3044           | 1 1 12                    |     | S 30    |
| mkfurt-Marrakech | 13/11/2016               | 10:40 AM  | 1:25 PM |            |     | 5               |         | 15             | 1        | - 1:          |            | 274 個            | 1 0000 5     | 274.69           | \$ 274.66   |         |               | 3        | MAD 150,00 | امتدما      |           | MAD 22400  | 0 1150 5 N          |           |        | 40 161 30 | D 1350 S 21.77         | 23 61          |                           |     | 3 34    |
| rrakech          | 14/11/2016               |           |         |            |     | 5               |         | 15             | 1        | [ ]           |            | 274 69           | 1 0000 5     | 274 69<br>274 69 |             |         |               | 1        | MAD 160.00 |             |           | MAD 274 DO |                     |           |        | 10.25     | 5                      | 5 51.84        | s                         |     | 15 10   |
| rratech          | 15/11/2016               | 1         |         |            | 1   |                 |         | 13             | 1 1      |               |            | 274 69<br>274 69 | 10000 5      | 274 69           | \$ 274.69   |         | 1             | 4        | MAD 150.00 | 0 1350      |           |            | 5                   |           | 21.60  | -         | 5 .                    | \$ 21.60       | 1                         |     | 5 75    |
| rrekech          | 16/11/2016               | i         |         |            | 1 1 | 1 5             |         | 13             | 1 1      |               |            | 274 69           | 1.0000 5     | 274 69           | \$ 274,65   |         |               |          | MAD 150.00 | 0 1350      |           |            | 1 15                | . 15      | 21.60  | 3         | s -                    | \$ 2160        |                           |     | 5 23    |
| rrakech          | 17/11/2016               | 1         |         |            | 1 1 |                 |         | 12             | 1 3      |               |            | 274 69           | 1.0000 5     | 274 59           | \$ 274 65   |         |               | s        | MAD 160 00 |             |           | MAD 224 00 | 0.1350 5 30         | 0.24 \$   | 51.M M | AD 161 25 | 0 1356 5 21.77         | \$ 7361        |                           |     | 5 34    |
| rakech-London    | 10/11/2016<br>19/11/2016 | 2:40 PM   | 6:15 PM |            |     | 1.              |         | 13             | £ 165.00 | 1 6760        | 27654      |                  | 5            | 2,447            | \$ 276 54   |         |               | \$       | MAD 160 00 | £ 1340      | 5 21 44 4 | € 41.75    | 1 8664 5 6          |           |        | 1         | 5                      | \$ 90.01       | 1 15                      |     | 5 34    |
| don-Ottawa       | 20/11/2016               | 12:05 PM  | 2:55 PM |            | 1 1 | 1 1             |         | 16             | 1        |               |            | 1                | 5            |                  | \$          | € 18 50 | 16760         | 5 31 17  | £ 3135     | 1 6790      | 5 52 54   |            | •                   | 5 1       | 3.72   | 1         | 5                      | \$ 1372        |                           | 1   | 5 .     |
| DON-CILLAND      | 10.172019                | 100.4     | 2.3,    |            |     | 16              |         | 15             | 1 1      | 14            |            | 1                | 5            |                  | \$          | 1       |               | 5        |            |             | ١ ١       |            | 5                   | 1 5       | - 1    | - 1       | 15                     | 5              | [ [5                      | - 1 | 15      |
| Į.               |                          |           |         |            | 1 ! | 1 1             |         | 15             |          | 1             | 1          | 1                | 5            |                  | 5           | 1       |               | 5        | 1          | 1           | 5 ]       |            | 1 15                | 15        | - 1    | -         | 15                     | \$             |                           | 1   | 12      |
| i                | 1                        | 1         |         |            |     |                 |         | 3              | 1        | - 1:          | s          | 1                | 5            |                  | \$          | 1       |               | 5        | l          | 1           | •         |            | 1 12                | 13        | - 1    | -         | 13                     |                |                           | 1   | 13      |
|                  | - 1                      | - 1       |         |            |     | 5               |         | 5              | 1 1      | 1:            |            | 1                | 5            |                  | \$          | 1       |               | 15       | ĺ          | 1 1         | :         |            | 1 13                | 13        | - 1    | - 1       | 13                     | •              |                           | 1   | 12      |
| 1                | 1                        | 1         |         |            | 1 1 | 5               |         | 5              | 1 1      | - 1           | •          | 1                | 5            |                  | \$          | 1       | 1             | 5        |            | 1           | ;         |            | 13                  | 12        |        | ì         | 12                     |                |                           |     | 1.      |
|                  | 1                        | 1         |         | l          |     | ,               |         | 5              | 1        |               |            | 1                | 15           |                  | ?           | 1       | 1             | 12       | i          |             | : 1       |            | 1                   | - 13      | ı      | 1         | 1: 1                   |                | ءَ ا                      |     | 13      |
|                  | - 1                      |           |         |            |     | 5               |         | 13             | 1        |               |            | -                | 13           |                  | ?           | 1       |               | 12       |            |             | : 1       |            |                     | 16        | 1      | i         | 5                      |                | 1 5                       | 1   | 15      |
| i i              | - 1                      |           |         |            |     | 5               |         | E.             | 1        | ()            | : !        | i                | 3            |                  | ?           | 1       |               | 1        |            |             | ; }       |            | 1                   | 13        | 1      | - 1       | s                      | 5              |                           | ì   | 15      |
| 1                |                          |           |         | 5 460 17   |     | <u> </u>        | 40.2    | 5 44923        |          |               | 6 276.54   |                  |              | 1,649.14         | 5 1974-00   |         |               | \$31.17  | •          |             | 5 1g 1.70 |            | \$33                | 528 54    | GAI    | 7         | \$4155                 | 5 49199        | 3                         |     | \$ 7,10 |

| AVERAGE EXCHANGE KATE | USED FOR MEALS | AMD INCODENTALS | (BASED ON BANK OF CANADA MATES) |
|-----------------------|----------------|-----------------|---------------------------------|
|                       | Arrage         | Departure       | Average exchange rate used      |
| Date                  | 13/11/2016     | 18/11/7016      |                                 |
| Euchange rate         | 0 1355         | 0 1340          | 0.1350                          |

rinder and by international Affairs Branch & supht (#C)

Credit note related to the trainst AMCARSS 16 will be apply on this travel to COP22 for an amount of SER7 46. Therefore an amount of (SADR 78 - SER7 46) \$111:32 is going to be reimbursed

|                                |                          | Not rembursable expenses        | Nameous able expenses                         |                                       |
|--------------------------------|--------------------------|---------------------------------|---|---------------------------------------|
| Martin Practice, TAX           | Gegerfate Gred Rested De |                                 |   | Sales Resemble years 1 and 1 and Com- |
| BAYMOLDS, Marie MINC AMC 47575 | 12/10/2016 20/10/20      | 5 4,652.12 5 2,644.14 5 40.25 S | 278.54 5 41.55 5 31.17 \$ 281.58 \$ 235.24 \$ | S #01.74 S 7,109.04                   |

have reviewed and approved this report.

I confirm that I stayed at the Savoy Le Grand Hotel for 6 nights in Marrakech.

tunderstand that the amount of \$111.32 is going to be deposited into my bank account as a reimbursement for travel to COP 22. All small amount differences may be attributed to the rounding of exchange rates.

# Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To attend COP22 with the Minister in Marrakech -November 2016

Nom du voyageur:

Marlo Raynolds

NIV:

Préparé par:

Amanda Herault

**Module Politique:** 

M4 : International - avec nuitée

Motif du voyage:

Engagement principal des parties -

Réunions

Autre objet du voyage:

Nom de la demande de

Marrakech - November 2016

voyage:

Date de début du

12/11/2016

déplacement:

Date de fin du déplacement:

20/11/2016

État d'autorisation du

rapport de dépenses:

Autorisation requise

**Emplacement principal:** 

**Emplacement** secondaire:

NAV en ligne:

AMC425253

Fiscal Year:

2016-2017

**Travel Outside Default** 

Division:

Code fournisseur:

Événement:

Commentaires:

#### Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées : 7,108.92

(Moins) Total des dépenses non remboursables : 6,300.26

Total des dépenses remboursables : 808.66

Montant total dû voyageur : 808.66

Dépenses non remboursables

|                                      |              |   |                | Montant                   |                       |          |
|--------------------------------------|--------------|---|----------------|---------------------------|-----------------------|----------|
| Type de dépenses [                   | Date         |   |                | en<br>devise<br>étrangère | Montant de la<br>taxe | Montant  |
| 16) Hébergement 1<br>commercial      | 18/11/2016   | 51495 - 285100 - 0070 - PBJ2 -<br>471063 - A-000941.001 | - 2001 -       |                           |                       | 1,648.14 |
| Manual Prepaid                       |              |   |                |                           |                       | 1,648.14 |
| Other                                |              |   |                |                           |                       |          |
| 5) Avion commercial 2 Manual Prepaid | 29/10/2016   | 51495 - 285100 - 0070 - PBJ2 -<br>471063 - A-000941.001 | 2001 -         |                           |                       | 4,652.12 |
| Air Canada                           |              |   |                |                           |                       | 4,652.12 |
| Air Canada / Lufthansa / Ro          | yal Air Maro | С   |                |                           |                       |          |
|                                      |              |   | Total des dépe | nses non remb             | ooursables (CAD)      | 6,300.26 |

## Dépenses remboursables

| Type de dépenses  | Date       |  | Montant<br>en<br>devise<br>étrangère | Montant de la<br>taxe | Montant |
|---|------------|--|--------------------------------------|-----------------------|---------|
| 11) Taxi  | 12/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001<br>10600 - 0070 - 0000 8050 |                                      | ON*TVH 4.31           | 35.94   |
| From home to airport  |            |  |                                      |                       |         |
| 16) Hébergement<br>commercial<br>Hilton International         | 20/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001                             | 165.00<br>(GBP)                      |                       | 276.54  |
| Indemnités pour<br>hébergement, repas et<br>frais accessoires | 19/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001                             | 511.72<br>(MAD)                      |                       | 68.57   |
|   | 19/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001                             | 160.00                               |                       | 21.44   |
|   |            |  | (MAD)                                |                       | 21.44   |

| Type de dépenses   | Date       |  | Montant<br>en devise<br>étrangère | Montant de la<br>taxe | Montant |
|--|------------|--|-----------------------------------|-----------------------|---------|
| 2) Indemnités pour<br>hébergement, repas et<br>frais accessoires | 18/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001<br>471063 - A-000941.001 | 1,471.95<br>(MAD)                 |                       | 198.64  |
|  | 18/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001<br>471063 - A-000941.001 | 322.49<br>(MAD)                   |                       | 43.52   |
| 2) Indemnités pour<br>hébergement, repas et<br>frais accessoires | 20/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001<br>471063 - A-000941.001 | 49.95<br>(GBP)                    |                       | 83.71   |
| 2) Indemnités pour<br>hébergement, repas et<br>frais accessoires | 13/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001<br>471063 - A-000941.001 | I -<br>335.17<br>(MAD)            |                       | 45.55   |
|  | 13/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001<br>471063 - A-000941.001 | 1 -<br>223.99<br>(MAD)            |                       | 30.44   |
|  |            |  | Total des dépenses re             | mboursables (CAD)     | 808.66  |

## Récapitulatif codes de taxes

|                          | Montant |
|--------------------------|---------|
| TVH                      | total   |
| 10600 - 0070 - 0000 8050 | 4.31    |

#### Résumé des codes financiers

|   | Total HT | Total    |
|---|----------|----------|
| Codes financiers  | Taxe     | TTC Taxe |
| 51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001 | 7.104.61 | 7.108.92 |

## Historique d'autorisation

| Date et heure | Approbateur | Etat d'autorisation | Commentaire |
|---------------|-------------|---------------------|-------------|
|---------------|-------------|---------------------|-------------|

## **Signatures**

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entrainées par des voyages pour affaires officielles.

| Nom du voyageur                                    | Marlo Raynolds                                     |
|--|--|
| Date de soumission                                 |  |
| Signature  |  |
| Nom de l'émetteur de la<br>recommandation          | Myriam Montreuil                                   |
| Date recommandée                                   |  |
| Signature  |  |
| Certifié conforme à l'article                      | 34 de la Loi sur la gestion des finances publiques |
| Nom de l'approbateur                               | Catherine McKenna                                  |
| Date d´autorisation                                |  |
| Signature  |  |
| Nom de la personne<br>responsable du<br>traitement |  |
| Date de traitement                                 |  |
| Signature  |  |

# **Expense Report Statement**

Expense Report Name: To accompany the Minister at COP22 - Marrakech - November 2016

| Trave | tier t | Name: |
|-------|--------|-------|
|-------|--------|-------|

Caitlin Workman

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M4 - International - Overnight Stay

Trip Purpose:

Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

**Travel Request Name:** 

Marrakech - November 2016

**Travel Start Date:** 

11/11/2016

**Travel End Date:** 

21/11/2016

**ER Approval Status:** 

Approval Required

**Primary Location:** 

**Secondary Location:** 

**Online TAN:** 

AMC415838

Fiscal Year:

2016-2017

**Travel Outside Default** 

Division:

Vendor Code:

Event:

Comments:

#### **Expense Report Summary**

**Expense Summary** 

Total allocated expenses :

3,753.20

(Minus) Total non-reimbursable expenses :

3,237.20

Total reimbursable expenses :

516.00

Total due traveller :

516.00

Non-Reimbursable Expenses

Expense Type

Date

Foreign

**Amount** 

**Tax Amount** 

**Amount** 

| Expense Type                                      | Date       |  | Foreign<br>Amount      | Tax Amount     | Amount   |
|---|------------|--|------------------------|----------------|----------|
| 16) Commercial<br>Accommodation<br>Manual Prepaid | 18/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001<br>471063 - A-000941.001 | -                      |                | 1,648.14 |
| Other   |            |  |                        |                |          |
| 5) Commercial Air<br>Manual Prepaid<br>Air Canada | 02/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001<br>471063 - A-000941.001 | -                      |                | 1,589.06 |
| AIr Canada  |            |  | Total non-reimbursable | expenses (CAD) | 3,237.20 |

## Reimbursable Expenses

| Expense Type  | Date       |  | Foreign<br>Amount | Tax An | nount | Amount  |
|---|------------|--|-------------------|--------|-------|---|
| 11) Taxi  | 21/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001<br>10600 - 0070 - 0000 8050 |                   | ON*HST | 3.26  | 27.20<br>———————————————————————————————————— |
| From airport to home  |            |  |                   |        |       |   |
| 13) Other modes of transportation                           | 14/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001                             | 19.90<br>(GBP)    |        |       | 33.70   |
| 13) Other modes of transportation                           | 12/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001                             | 36.00<br>(GBP)    |        |       | 60.74   |
| 13) Other modes of transportation                           | 19/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001                             | 22.00<br>(GBP)    |        |       | 36.66   |
| Allowance: Meals,<br>Incidentals & Private<br>Accommodation | 19/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001                             | 2,303.96<br>(MAD) |        |       | 310.92  |

| Expense Type              | Date          |  | Foreign<br>Amount  | Tax Amount         | Amount             |
|---------------------------|---------------|--|--------------------|--------------------|--------------------|
|                           | 19/11/2016    | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941,001 |                    |                    | 43.52              |
|                           |               |  | 322.49<br>(MAD)    |                    | 43.52              |
|                           |               |  | Total reimbursable | expenses (CAD)     | 516.00             |
| Tax Coding Summary        | •             |  |                    |                    |                    |
| нѕт                       |               |  |                    |                    | Total<br>Amount    |
| 10600 - 0070 - 0000 8     | 050           |  |                    |                    | 3.26               |
| Financial Coding Sun      | nmary         |  |                    |                    |                    |
| Financial Coding          |               |  |                    | Total<br>Excl. Tax | Total<br>Incl. Tax |
| 51495 - 285100 - 0070 - F | PBJ2 - 2001 - | 471063 - A-000941.001  |                    | 3,749.94           | 3,753.20           |

### **Approval History**

Date And Time Approver Approval Status Comment

### **Signatures**

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

**Traveller Name** 

Caitlin Workman

Submit Date

JAN 1 2 2017

Signature

| Recommender Name           | Myriam Montreuil                             |
|----------------------------|--|
| Recommended Date           |  |
| Signature                  |  |
| Certified pursuant to sect | tion 34 of the Financial Administration Act. |
| Approver Name              | Mario Raynolds                               |
| Approval Date              | JAN 1 2 2017                                 |
| Signature                  |  |
| Processor Name             |  |
| Processed Date             |  |
| Signature                  |  |

# **Travel Request**

| Travel Request N | ame: Marrakech | <ul> <li>November 2</li> </ul> | 2016 |
|------------------|----------------|--------------------------------|------|
|------------------|----------------|--------------------------------|------|

| Trave | ller N | lame: |
|-------|--------|-------|
|-------|--------|-------|

Caitlin Workman

TIN:

Prepared By:

Amanda Herault

**Policy Module:** 

M4 - International - Overnight Stay

Trip Purpose:

Key Stakeholder Engagement -

Meetings

Other Trip Purpose:

**Alternative To Travel:** 

Personal attendance required

**Travel Start Date:** 

11/11/2016

**Travel End Date:** 

21/11/2016

**Approval Status:** 

**Approved** 

**Primary Location:** 

**Secondary Location:** 

**Online TAN:** 

AMC415838

Fiscal Year:

2016-2017

**Travel Outside Default** 

N

Division:

Blanket Travel Authority No

Applied:

**Vendor Code:** 

**Custom Field 1:** 

**Custom Field 2:** 

**Custom Field 3:** 

Custom Field 4:

**Custom Field 5:** 

**Event:** 

Comments:

Marrakech - November 2016

**Travel Request Summary** 

| Expense Su | mmarv |
|------------|-------|
|------------|-------|

Total non-reimbursable expenses: 0.00

Total reimbursable expenses: 1,099.15

1,099.15

**Advance Summary** 

Travel advance: 0.00

#### Reimbursable Expenses

| Expense Type  |                                     | Amount |
|---|-------------------------------------|--------|
| 11) Taxi  | 51495 - 285100 - 0070 - PBJ2 - 2001 | 40.00  |
| 13) Other modes of transportation                         | 51495 - 285100 - 0070 - PBJ2 - 2001 | 175.00 |
| Allowance: Meals, Incidentals &     Private Accommodation | 51495 - 285100 - 0070 - PBJ2 - 2001 | 884.15 |

Total reimbursable expenses 1,099.15

#### **Financial Coding Summary**

 Financial Coding
 Total Excl. Tax
 Incl. Tax

 51495 - 285100 - 0070 - PBJ2 - 2001 - 1,099.15
 1,099.15

#### **Approval History**

| Date And Time       | Approver       | Approval Status | Comment |
|---------------------|----------------|-----------------|---------|
| 07/12/2016 15:04:32 | Marlo Raynolds | Approved        |         |

## **Itinerary Details**

PNR:

Trip Status: Quoted

Traveller Type:

Minister's Exempt Staff

Primary Trip Purpose:

Key Stakeholder Engagement -

Meetings

Total Itinerary Cost (CAD) 0.00

#### **Signatures**

I have access to the Treasury Board Travel Policy (Internal policy for separate employers) and accept the terms and conditions of travel that are in accordance with current policy.

**Traveller Name** 

Caitlin Workman

**Submit Date** 

07/12/2016

Signature

Submitted on behalf of the Traveller.

**Delegate Name** 

Amanda Herault

**Submit Date** 

07/12/2016

Signature

Certified pursuant to section 32 of the Financial Administration Act.

**Approver Name** 

Mario Raynolds

**Approval Date** 

07/12/2016

Signature

s.19(1)

## McCORD TRAVEL MANAGEMENT

# Invoice

М

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

SUITE

GATINEAU, QC K1A 0H3

**CANADA** 

Passenger(s) WORKMAN/CAITLIN

Invoice No: 482642

Invoice Date: 2 Nov 2016

Client No: Agent:

PNR:

| FLIGHT INFORMATION  |  |  |  |
|---------------------|--|--|--|
| ELICUT INCODMISTION |  |  |  |
|                     |  |  |  |
|                     |  |  |  |

| A/L FLIGHT DEPART DATE/TIME   | ARRIVAL [ | ATE/TIME                                     | ITINERA                         | RY                           |                               |                                  |
|---|-----------|--|---------------------------------|------------------------------|-------------------------------|----------------------------------|
| U2 08895 13Nov16 03:40 pm   | 13Nov16 0 | 7:20 pm                                      | LONDON                          | I GATWICK                    | - MARRAKECH                   | MENARA                           |
| REFERENCE / SALE DESCRIPTION  |           |  | BASE<br>FARE                    | GST/<br>HST                  | OTHER<br>TAXES                | TOTAL                            |
| BAGGAGE FEE<br>EASYJET<br>SEAT SELECTION FEE<br>BSP CANADA, IATA 0065775326 |           |  | 60.00<br>58.08<br>7.00<br>39.50 | 0.00<br>0.00<br>0.00<br>1.98 | 0.00<br>49.00<br>0.00<br>0.00 | 60.00<br>107.08<br>7.00<br>41.48 |
|   |           | Total Fares:<br>Total Taxes:<br>Total GST/HS | ST:                             |                              |                               | 164.58<br>49.00<br>1.98          |
|   |           | Invoice Tota<br>Payment(s):                  |                                 |                              |                               | 215.56                           |
|   | 02 Nov 16 | Credit Card                                  |                                 |                              |                               | 41.48                            |
|   | 06 Dec 16 | CC Merchant                                  |                                 |                              |                               | 60.00                            |
|   | 06 Dec 16 | CC Merchant                                  |                                 |                              |                               | 7.00                             |
|   | 06 Dec 16 | CC Merchant                                  |                                 |                              |                               | 107.08                           |
|   |           | <b>Total Payme</b>                           | _                               |                              | <u> </u>                      | 215.56                           |
|   |           | Balance Due                                  | (CAD):                          |                              |                               | 0.00                             |

+++ AIR TICKET, BAGGAGE, SEAT SELECTION AND SERVICE FEE ( ECONOMY CLASS FARE) +++

PENDING PAYMENT NOW CHARGED TO YOUR CREDIT CARD

#### TERMS AND CONDITIONS

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retall sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.





# Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER

GATINEAU, QC K1A 0H3

**CANADA** 

Passenger(s) WORKMAN/CAITLIN

Invoice No: 482574

Invoice Date: 2 Nov 2016

Client No: Agent: PNR:

М

**FLIGHT INFORMATION** 

| A/L | FLIGHT | DEPART DATE/TIME | ARRIVAL DATE/TIME | ITINERARY                     |
|-----|--------|------------------|-------------------|-------------------------------|
| AC  | 00888  | 11Nov16 09:50 pm | 12Nov16 09:35 am  | OTTAWA INTL - LONDON HEATHROW |
| AC  | 00889  | 21Nov16 12:05 pm | 21Nov16 02:55 pm  | LONDON HEATHROW - OTTAWA INTL |

| REFERENCE / SALE DESCRIPTION            | BASE<br>FARE                                   | GST/<br>HST | OTHER<br>TAXES | TOTAL                    |
|---|--|-------------|----------------|--------------------------|
| Ticket # 9566213482 for WORKMAN/CAITLIN | 275.00   | 2.99        | 586.31         | 864.30                   |
| BSP CANADA, IATA 0065775299             | 79.90  | 4.00        | 0.00           | 83.90                    |
|   | Total Fares:<br>Total Taxes:<br>Total GST/HST: |             |                | 354.90<br>586.31<br>6.99 |
|   | Invoice Total: Payment(s):                     |             |                | 948.20                   |
| 02 Nov 16                               | Credit Card                                    |             |                | 864.30                   |
| 02 Nov 16                               | Credit Card                                    |             |                | 83.90                    |
|   | Total Payments:                                |             |                | 948.20                   |
|   | Balance Due (CAD):                             |             |                | 0.00                     |

+++ AIR TICKET PLUS SERVICE FEE (TANGO ECONOMY CLASS FARE) +++

TKT: 014 9566 213482 NAME: WORKMAN/CAITLIN.

CC: ( ISSUED: 02NOV16

FOP:( -001131

PSEUDO: 2GU4 PLATING CARRIER: AC ISO: CA IATA: 67502982 USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN USED AC 888 K 11NOV YOWLHR 0950P OK KLWRCT15 **NVB11NOV NVA11NOV** 

USED AC 889 K 21NOV LHRYOW 1205P OK KLXRCT15 2 **NVB21NOV NVA21NOV** 

FARE: CAD 275.00 TAX: 25.91 CA TAX: 2.99 RC TAX: 560.40 XT TOTAL: CAD 864.30

VLD AC TRANSATLANTIC ONLY-RE )> FUNDABLE-CXLFEE-CHGFEE

11NOV YOW AC LON 123.95AC YOW 89.09NUC213.04END ROE 1.29081 XT 350.00YQ 119.30GB 68.10UB 23.00SQ

**TOUR CODE: ATL1** 

**RLOC 1V** 





# Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE GATINEAU, QC K1A 0H3 CANADA

Passenger(s) WORKMAN/CAITLIN

Invoice No: 482574

Invoice Date: 2 Nov 2016 Client No:

> Agent: PNR:

М

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund.

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# Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE

200 SACR-COEUR 21ME ETAGE MINISTER

SULLE

GATINEAU, QC K1A 0H3

**CANADA** 

Passenger(s) WORKMAN/CAITLIN

Invoice No: 482575 Invoice Date: 2 Nov 2016

Client No: Agent: PNR:

ELIQUE NIEGRIA ATION

М

#### **FLIGHT INFORMATION**

| A/L  | FLIGHT         | DEPART DATE/TIME     | ARRIVAL D | ATE/TIME                 | ITINERA      | RY          |                |          |
|------|----------------|----------------------|-----------|--------------------------|--------------|-------------|----------------|----------|
| AT   | 00804          | 19Nov16 02:40 pm     | 19Nov16 0 | 6:15 pm                  | MARRAM       | KECH MENA   | RA - LONDON I  | HEATHROW |
| REF  | ERENCE         | : / SALE DESCRIPTION |           |                          | BASE<br>FARE | GST/<br>HST | OTHER<br>TAXES | TOTAL    |
| Tick | et # 9566<br>M | 213483 for WORKMAN/  | CAITLIN   |                          | 352.00       | 0.00        | 73.30          | 425.30   |
|      |                |                      |           | Total Fares              | ;            |             |                | 352.00   |
|      |                |                      |           | <b>Total Taxes</b>       | :            |             |                | 73.30    |
|      |                |                      |           | Invoice Tot<br>Payment(s |              |             |                | 425.30   |
|      |                |                      | 02 Nov 16 | Credit Card              | -            |             |                | 425.30   |
|      |                |                      |           | Total Paym               | ents:        |             |                | 425.30   |
|      |                |                      |           | Balance Di               | ie (CAD):    |             |                | 0.00     |

+++ AIR TICKET ( TANGO ECONOMY CLASS FARE) +++
+++ SERVICE FEE ON INVOICE 482574 +++

TKT: 147 9566 213483 NAME: WORKMAN/CAITLIN /

MS

CC: ISSUED: 02NOV16 FOP:

ISSUED: 02NOV16 FOP: 001132
PSEUDO: 2GU4 PLATING CARRIER: AT ISO: CA IATA: 67502982
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN
USED AT 804 K 19NOV RAKLHR 0240P OK KA0W0U1A 1

FARE: MAD 2590 TAX: 47.00 YQ TAX: 13.60 A9 TAX: 12.70 MA TOTAL: CAD 425.30 AT ONLY/SUBJECT TO SPL CONDITIONS

19NOV RAK AT LON 266.32NUC266.32END ROE9.72129 RLOC 1V 1A 6YYQXL

)>





# Invoice

HON. CATHERINE MCKENNA MIN. OF ENVIRONMENT & CLIMATE CHANGE 200 SACR-COEUR 21ME ETAGE MINISTER SUITE GATINEAU, QC K1A 0H3 CANADA Invoice No: 482575 Invoice Date: 2 Nov 2016

Client No: Agent: PNR:

Passenger(s) WORKMAN/CAITLIN

VI

#### **TERMS AND CONDITIONS**

Out of province medical insurance as well as trip cancellation insurance has been offered to the passengers and declined unless otherwise stated above. The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or GST cumulative increase, the customer has the right to cancel the contract and obtain a full refund

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination. etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.

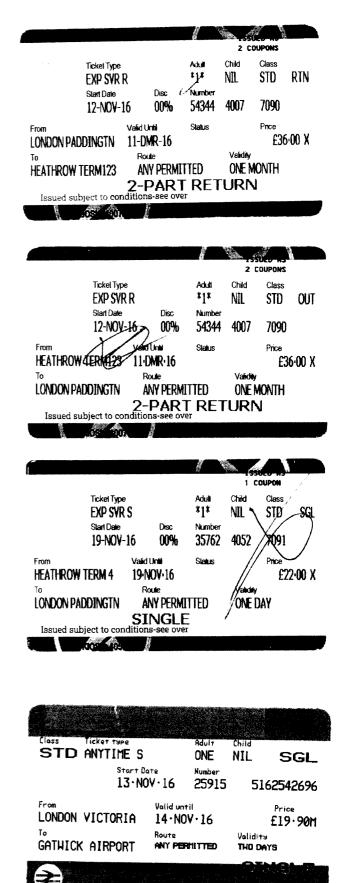


Heathrow Gypress = Environment Canada canada conce.

| Traveler Name:         | WORKWAN     |
|------------------------|-------------|
| Traveler Ivanie.       |             |
| Location:              | Moracco     |
| Dates of travels:      | 11111-21/11 |
| Meals and Incidentals: | B L D Inc.  |
| Monday  4              | VVV         |
| Tuesday 15             | VV          |
| Wednesday 14           | VV          |
| Thursday 13            | VVV         |
| Friday 18              | VV          |
| Saturday 19            |             |
| Sunday 3               |             |
| Hotel receipt(s)       | NIA         |
| Taxi receipts          | 1           |
| Miscellanious receipts | 4           |
| Traveler Signature     | 1           |

Please do not include meals that were provided during this trip

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.



s.16(2) s.19(1) Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

# CAPTTAL TAXI

| TERMINAL 10:<br>MERCHANI ID:<br>VEHICLE ID :<br>DRIVER ID : | 324-301-125<br>4326269a<br>8008 |
|---|---------------------------------|
| TRIP NUMBER:<br>PASSENGERS:                                 | 1524<br>1                       |
| 11/21/20 <b>16</b><br>START: 15:29                          | END: 15:30                      |
| Fare amount   | \$ 26.49                        |
| (1P AMOUNT:   | \$ 3.97                         |
| TOTAL: \$   | 30.46                           |
| INTERAC .   |                                 |
| APPROVIS 10 60 PC 1   | 556018                          |
| жжерьsu <b>NGER</b> (                                       | сорүжжж                         |
| CUS)ONER SERVICE 1-80<br>Naudiry@Taxifab                    |                                 |



TAXLIE-1

## Transaction

| Out of Pockel                  | Expenses                              | s: Details                            |   |   |                                     |                                  |               |                    |   | a Linked Transaction<br>Jokel Expension Cop |
|--------------------------------|---------------------------------------|---------------------------------------|---|---|-------------------------------------|----------------------------------|---------------|--------------------|---|---|
| Out of Pocket Exper<br>Amount: |                                       | 6<br>) <sub>I</sub> Qiiginal Amoi     | int 0 00 f                              | 14/01                                   |                                     |                                  |               |                    |   |   |
| Meals and incidenta            |                                       | o i Griginal Amor                     | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, |                                     |                                  |               |                    |   |   |
| Expenses                       | Coding                                | Approva:                              | S                                       | ummary                                  |                                     |                                  |               |                    |   |   |
| 2) Allowanes                   | Maala laaida                          | utala 8 Duiva                         |   |   |                                     |                                  |               |                    |   |   |
| 2) Allowance:                  |                                       |                                       |   |   | nciusta annoma                      | andation for                     | t= 20 d= :-   |                    | Use this to estimate cos  |   |
| requests, or to rec            | ord the actual or<br>10 unique destin | ut of pocket expe<br>ations, add anot | nse amo<br>her instal                   | unt on expensi<br>nce of this exp       | e reports. One f<br>ense type after | form covers all<br>you have save | owances for a | ip to 10 unique de | ose this to estimate cos<br>stinations in a single trip<br>ince: Meals, Incidentals | If your trip                                |
| Enter the date ran             |                                       |                                       |   |   |                                     | Ū                                |               |                    |   |   |
| Start Date                     | End Da                                | ate                                   |   |   |                                     |                                  |               |                    |   |   |
| 11/11/2016                     | 21/11                                 | /2016                                 |   |   |                                     |                                  |               |                    |   |   |
| Select the meals/i             | ncidentals/accon                      | nmodation allow                       | ances you                               | u want to claim                         | and click Calc                      | ulate Allowanc                   | es            |                    |   |   |
| Date                           | Country / Loca                        | ition                                 |   |   | Breakfast                           | Lunch                            | Dinner        | Incidentals        | Private<br>Accommodation  |   |
| 11/11/2016                     | Canada - Onta                         | ario                                  |   |   |                                     |                                  |               |                    |   | •   |
| 12/11/2016                     | United Kingdo                         | m - London                            |   |   |                                     |                                  |               |                    |   | •   |
| 13/11/2016                     | Morocco - All o                       | other locations                       |   |   |                                     |                                  | Ø             |                    |   | •   |
| 14/11/2016                     | Morocco - All o                       | other locations                       |   |   |                                     | Ø                                | Ø             | Ø                  |   | 0   |
| 15/11/2016                     | Morocco - Ali c                       | other locations                       |   |   |                                     | Ø                                | <b>⊠</b>      |                    |   | •   |
| 16/11/2016                     | Morocco - All o                       | other locations                       |   |   |                                     | $\mathbf{Z}$                     |               |                    |   | •   |
| 17/11/2016                     | Morocco - All o                       | other locations                       |   |   |                                     | Ø                                | Ø             | Ø                  |   | •   |
| 18/11/2016                     | Morocco - All o                       | other locations                       |   |   |                                     | <b>☑</b>                         | Ø             |                    |   | •   |
| 19/11/2016                     | Morocco - All o                       | other locations                       |   |   |                                     | Ø                                |               |                    |   | •   |
| 20/11/2016                     | United Kingdo                         | m - London                            |   |   |                                     |                                  |               |                    |   | •   |
| 21/11/2016                     | United Kingdo                         | m - London                            |   |   |                                     |                                  |               |                    |   | •   |
| Calculate Allow                | rances                                |                                       |   |   |                                     |                                  |               |                    |   |   |
| Summary                        |                                       |                                       |   |   |                                     |                                  |               |                    |   |   |
| Country                        | Location                              |                                       | Meals                                   | Incidentals                             | Private Acco                        | mmodation                        |               |                    |   |   |
| Canada                         | Ontario                               | 1                                     | 00 00                                   | 0 00                                    |                                     | 0 00                             |               |                    |   |   |
| United Kingdom                 | London                                | 1                                     | 000                                     | 0 00                                    |                                     | 0 00                             |               |                    |   |   |
|                                |                                       |                                       | 0.00                                    | 40.50                                   |                                     |                                  |               |                    |   |   |



# **10-Year Currency Converter**

#### Important Notice: Effective 1 March 2017, Bank of Canada exchange rates are changing

For more information, see the related press release (http://www.bankofcanada.ca/2016/12/bank-canada-announces-details-forthcoming-changes/) , calculation methodology (http://www.bankofcanada.ca/2016/12/calculation-methodology-foreign-exchange-rates/) and background information (http://www.bankofcanada.ca/rates/exchange/upcoming-changes-published-bank-canada-foreign-exchange-rates/) .

#### Terms and Conditions

All Bank of Canada exchange rates are indicative rates only, obtained from averages of aggregated price quotes from financial institutions. Please read our full Terms and Conditions (http://www bankofcanada.ca/terms/#fx-rates) for details.

Conversions are based on Bank of Canada nominal noon exchange rates, which are published each business day at about 12:30 ET.

View or save this data in: SDMX, XML, CSV

### View data for the past:

- 1 week
- 2 weeks
- 1 month
- 3 months
- 6 months
- 1 year

## 1.00 CAD ( Canadian Dollar )

#### MAD (Moroccan dirham)

**Low** 2016-11-14 7.3584 **High** 2016-11-21 7.4906

| Date       | MAD = Moroccan dirham | Exchange rate   |  |
|------------|-----------------------|-----------------|--|
| 2016-11-11 | Bank holiday          | Bank holiday    | 13/11: 0.1359 > 0.2699 ÷ 2 =   |
| 2016-11-14 | 7.36 MAD              | 7.3584 [0.1359] | 19/11: 0.1340  |
| 2016-11-15 | 7.42 MAD              | 7.4184 [0.1348] | 0.13495  |
| 2016-11-16 | 7.46 MAD              | 7.4627 [0.1340] | The state of the s |
| 2016-11-17 | 7.47 MAD              | 7.4738 [0.1338] |  |

#### 10-Year Currency Converter - Bank of Canada

| Date       | MAD = Moroccan dirham |                 |
|------------|-----------------------|-----------------|
| 2016-11-18 | 7.46 MAD              | 7.4627 [0.1340] |
| 2016-11-21 | 7.49 MAD              | 7,4906 [0.1335] |

#### See Also

Daily Currency Converter (http://www.bankofcanada.ca/rates/exchange/daily-converter/)

#### Why is the Currency I'm Looking for Not Listed Here?

The Bank currently collects data for about 55 foreign currencies. This data is intended primarily for people with a research interest in foreign exchange markets, and represents a sampling of currencies from various regions. It is not meant to be an exhaustive listing of all world currencies.

# Are the Exchange Rates Shown Here Accepted by Canada Revenue Agency?

Yes. The Agency accepts Bank of Canada exchange rates as the basis for calculations involving income and expenses that are denominated in foreign currencies.

#### Caltile Workman Travel Claim Marrakech from November 11 to November 21, 2016

| COUNTRY   DATE   DATE   COUNTRY    | OTHERS   | TOTAL MEALS & | MICHINIALS                 |           | TOTAL     | DOPPER                 | Τ          | LUNCH                |            | 51           | 94           |             | TRALLY   | MOTEL PAID CES | 1        |          | HOTEL | ·        | TOTAL          | 74 904   |        | т           |            |         |           |            |                  |
|--|--|---------------|----------------------------|-----------|-----------|------------------------|------------|----------------------|------------|--------------|--------------|-------------|----------|----------------|----------|----------|-------|----------|----------------|----------|--------|-------------|------------|---------|-----------|------------|------------------|
| Other   1/3/1/1/0716   9-90AM   5   1/69 0   5   5   5   5   5   5   5   5   5   | neunt   Enchange rate   Total CA   Description [101AL. | INCIDENTALS   | com lachange rare lacai CA | S Ameuler | MEALS     | tachange rate Total CA | Amount     | A) total one special | Amount     | ste Total (A | Amount 1 och | TOTAL HOTEL |          |                | A Amount | Total La |       | 4 Amount | TRANSPORTATION | Total CA |        |             | AIRFARE    | Acres   | Departure | DATES      | COUNTRY          |
| Condem 1731/20014 95.5 AMA   | 5 51500  | 13            | 1 15                       | 1         | 15        |                        | 1          | 15                   |            | 5            |              | 5           | 5        | 1              | 1        | 15       | T     | 6        | 5 1,589.00     |          |        | Contraction | 5 1,549 06 |         |           | 11/11/2014 |                  |
| Conder-Marriance   17/1/2018   3-40 Mail   | \$ \$ 390  | ) m24         | 3                          | ٠. ا      |           | 0 200 2 200            |            | 13                   |            | 5            |              | \$          | 5        |                | 1        | \$       |       |          |                |          | 1 6873 |             |            | 9:35 AM |           |            |                  |
| Microbiach 34/1/2014 5 5 5 1,746 1 1,000 5 1,746 5 7,746 5 7,746 5 7,746 5 7,746 5 7,746 5 7,746 1 1,000 5 1,746 5 7,746 5 7,746 5 7,746 1 1,000 5 1,746 5 7,746 5 7,746 1 1,000 5 1,000 5 1,0 | 5 5 34   |               | 161 78 n 1250 6 21 27      |           |           |                        |            |                      |            | 1            | l i          |             |          |                |          | 1 5      |       | P        | 5 33 X         | 33.70    | 1 6934 | f 19 50     |            | 7:20 PM | 3:40 PM   |            | London-Marrakech |
| Marrianch 19/1/2014 5 5 5 574 60 10000 5 274 60 5 774 60 5 5 MAD 18000 0 31305 2 100 MAD 22400 0 01505 5 5124 5 5124 6 5 5 364 Marrianch 19/1/2014 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5   | 5 5 126  |               | 5                          |           |           |                        |            |                      |            |              | 1            |             |          |                |          | 15       |       | 1        | 15             | 1        |        | 1           |            |         |           |            | Marrakech        |
| Metarisech M011/2018   5   5   274.09   5    | 5 5 326  | 5 51 84       | 1 15                       |           |           |                        |            |                      |            |              | )            |             |          |                |          | 13       | ŀ     |          | 13             |          | !      | l           |            |         | 1         |            |                  |
| Materiance: 174 (46)   5   5   140 (140 (140 (140 (140 (140 (140 (140  | S SA   | \$ 23.61      | 151 28 0 1350 \$ 21.77     |           |           |                        |            |                      |            |              |              |             |          |                |          | 13       |       |          | 13             |          |        | 1           |            |         | 1         |            |                  |
| MANY SECULIARIST 19/11/2016 2:40 PM E:15 PM £ 22 200 1 6664 5 36.66 5 36.66 5 36.66  | 5 5 326  |               | { <b>{</b> { <b>5</b> } {  | 44 [      | 6 S 51.84 | 0 0 1350 5 30 24       | MAD 224 00 | 0 1350 5 21 60       | MAD 19000  | 5            | l i          |             |          |                |          | 16       |       |          | l:             |          |        | i           |            |         |           |            |                  |
|  | 1 5 50   | \$ 21.60      | ļ s                        | 50        | \$ 23.50  | 5                      | l          | 0 1350 5 21 50       | MAD 190 00 | 5            | i 1          | 4           | \$       |                | 1,,,,,   | 1        |       | 6        | 1 36 56        | . 46.66  | 1 5654 | 4 22 m      |            | 5:15 OM | 3:40.044  |            |                  |
| \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$   | 5 5 30   | 15            | 1 5                        | 1         | 1 5       | 5                      | i          | 5                    |            | 5            |              | 5           | 5        |                | ì        | 5        |       |          |                |          |        |             |            | 2:55 PM |           |            |                  |
|  |  | 13            |                            |           | 13        |                        | i          |                      |            |              |              | 1           | 5        |                |          | \$       | 1     | 1        | \$             | •        |        | 1           |            | 2.02    |           |            |                  |
|  |  | 12            | 1 1                        |           | 1:        | 1 12                   | 1          | 13                   |            | 15           |              | 1           | 5        | ]              |          | 5        | i     | 1        | 5              | •        |        | i           |            |         | !         |            | 1                |
|  | 1 1  | 1.            | 1 1                        | 1         | l i       | 1 1:                   | 1          | 1;                   |            | 13           | 1            | •           | \$       | 1              | 1        | 15       | i     | 1        | <b>1</b> \$    | 5        | i 1    | i           |            |         |           | 1          | i .              |
|  | 1 1  | i i           | Í                          | 1         | 5         | 1 15                   | 1          | 15                   |            | 13           |              | :           | ,        | 1              | 1        | 1:       |       |          | 15             |          |        | 1           |            |         | l i       |            |                  |
|  | 5 5  | 5             |                            | 1         | 16        |                        |            | is                   |            | 15           |              | : 1         |          |                | 1        | 12       | 1     | i        | 1?             |          |        | l           |            |         | 1         |            |                  |
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|  | 5 5  | 5             | 5                          | 1         | \$        | 5                      | 1          | s                    |            | s            |              | 5           | i        | 1              | 1        | 1 5      | 1     | 1        | l i            | :        |        | į           |            |         |           | 1          | i                |
|  | 1 15 1   | 15            | 1 15                       |           | S         |                        | į          | 5                    |            | 5            | 1            | s           | 5        |                | i        | s        |       | 1        | s              |          |        | 1           |            |         | 1         |            |                  |
| 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5  | 5  | 4 7410        | 13                         |           | 15        | 1 15                   | 1          | 15                   |            | 15           |              | 5           | <u> </u> |                |          | 5        |       |          | 5              |          |        | l           |            |         | }         | 1          |                  |

| AMERABLE EXCHANGE NATE USED FOR MICALS AND MICROENTALS (BASED ON BANK OF CARADA RATES) |            |            |                            |  |  |  |  |  |  |
|--|------------|------------|----------------------------|--|--|--|--|--|--|
|  | Artest     | Departure  | Average exchange rate used |  |  |  |  |  |  |
| Cate   | 33/31/2014 | 14/17/3010 |                            |  |  |  |  |  |  |
| Lochange rate  | 0:150      | 0 1340     | 0 1350                     |  |  |  |  |  |  |

|   | Non reindurable expenses                      | Revenharsable expenses                | l                   |
|---|---|---------------------------------------|---------------------|
| Daniel Postero TAN Describes Arrival                  | Plate Propulational Dipertransportation Hotel | herdental brandent Lamb Direct Others | 7                   |
| WORKSAAN, Califo MINO AMCASSISS 11/11/2016 71/11/2016 | 5 1.589.06 5 1.648.34 5 161.56 5              | 5 43.55 5 5 379.60 5 381.48 5         | 5 514.15 S 3.753.35 |
|   |   |                                       |                     |

I have reviewed and approved this report
I confirm that I stayed at the Savey Le Grand Hotel for 6 nights in Marralach.
I understand that the amount of 5516.15 is going to be deposited into my bank account as a reimbursement for travel to COP 22. All small amount differences may be attributed to the rounding of exchange rates

# Relevé - Rapport sur les dépenses

Nom du rapport de dépenses: To accompany the Minister at COP22 - Marrakech - November 2016

Nom du voyageur:

Caitlin Workman

NIV:

Préparé par:

Amanda Herault

**Module Politique:** 

M4 : International - avec nuitée

Motif du voyage:

Engagement principal des parties -

Réunions

Autre objet du voyage:

Nom de la demande de

Marrakech - November 2016

voyage:

Date de début du

11/11/2016

déplacement:

Date de fin du

21/11/2016

déplacement:

État d'autorisation du

rapport de dépenses:

Autorisation requise

**Emplacement principal:** 

Emplacement secondaire:

NAV en ligne:

AMC415838

Fiscal Year:

2016-2017

**Travel Outside Default** 

Ν

Division:

Code fournisseur:

Événement:

Commentaires:

#### Rapport récapitulatif des dépenses

Résumé du rapport de dépenses

Total des dépenses attribuées :

3,753.20

(Moins) Total des dépenses non remboursables :

3,237.20

Total des dépenses remboursables :

516.00

Montant total dû voyageur :

516.00

Dépenses non remboursables

|                            |            | Montant<br>en  |          |
|----------------------------|------------|--|----------|
| Type de dépenses           | Date       | devise Montant de la<br>étrangère taxe                         | Montant  |
| 16) Hébergement commercial | 18/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001 | 1,648.14 |
| Manual Prepaid             |            |  | 1,648.14 |
| Other                      |            |  |          |
| 5) Avion commercial        | 02/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -                          | 1,589.06 |
| Manual Prepaid             |            | 471063 - A-000941.001  | 1,589.06 |
| Air Canada                 |            |  |          |
|                            |            | Total des dépenses non remboursables (CAD)                     | 3,237.20 |

## Dépenses remboursables

| Type de dépenses             | Date       |  | Montant<br>en<br>devise<br>étrangère | Montant | de la<br>taxe | Montant |
|------------------------------|------------|--|--------------------------------------|---------|---------------|---------|
| 11) Taxi                     | 21/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001<br>10600 - 0070 - 0000 8050 |                                      | ON*TVH  | 3.26          | 27.20   |
| From airport to home         |            |  |                                      |         |               |         |
| 13) Autre modes de transport | 14/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001                             | 19.90<br>(GBP)                       |         |               | 33.70   |
| 13) Autre modes de transport | 12/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001                             | 36.00<br>(GBP)                       |         |               | 60.74   |
| 13) Autre modes de transport | 19/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001 -<br>471063 - A-000941.001                             | 22.00<br>(GBP)                       |         |               | 36.66   |

| Type de dépenses                            | Date       |  | Montant<br>en devise<br>étrangère | Montant de la<br>taxe | Montant |
|---|------------|--|-----------------------------------|-----------------------|---------|
| 2) Indemnités pour<br>hébergement, repas et | 19/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 2001<br>471063 - A-000941.001 | 1 -                               |                       | 310.92  |
| frais accessoires                           |            | 17 1000 71 0000 71.001                                       | 2,303.96                          |                       |         |
| maio doccoscinos                            |            |  | (MAD)                             |                       | 310.92  |
|   | 19/11/2016 | 51495 - 285100 - 0070 - PBJ2 - 200°<br>471063 - A-000941.001 | 1 -                               |                       | 43.52   |
|   |            |  | 322.49                            |                       | 43.52   |
|   |            |  | (MAD)                             |                       | 43.32   |
|   |            |  | Total des dépenses rem            | boursables (CAD)      | 516.00  |

## Récapitulatif codes de taxes

| TVH                      | Montant<br>total |
|--------------------------|------------------|
| 10600 - 0070 - 0000 8050 | 3.26             |

#### Résumé des codes financiers

| Codes financiers  | Total HT<br>Taxe | Total<br>TTC Taxe |
|---|------------------|-------------------|
| 51495 - 285100 - 0070 - PBJ2 - 2001 - 471063 - A-000941.001 | 3,749.94         | 3,753.20          |

### Historique d'autorisation

| Date et heure | Approbateur | État d´autorisation | Commentaire |
|---------------|-------------|---------------------|-------------|

#### **Signatures**

Je certifie que les montants faisant l'objet de cette réclamation constituent des dépenses entrainées par des voyages pour affaires officielles.

| Nom du voyageur    | Caitlin Workman |
|--------------------|-----------------|
| Date de soumission |                 |

Signature

| Nom de l'émetteur de la recommandation  | Myriam Montreuil |  |  |
|---|------------------|--|--|
| Date recommandée  |                  |  |  |
| Signature   |                  |  |  |
| Certifié conforme à l'article 34 de la Loi sur la gestion des finances publiques. |                  |  |  |
| Nom de l'approbateur  | Mario Raynolds   |  |  |
| Date d'autorisation   |                  |  |  |
| Signature   |                  |  |  |
| Nom de la personne<br>responsable du<br>traitement                                |                  |  |  |
| Date de traitement  |                  |  |  |

Signature